

# CADET ORIENTATION COURSE



## STUDENT GUIDE

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## CADET ORIENTATION COURSE STUDENT GUIDE

### PERIOD TITLE: Part I, Civil Air Patrol History

**REFERENCES/READING ASSIGNMENTS:**     **Recommended Reading**   CAPM 50-1, *Introduction to Civil Air Patrol*, Chapter One; **Review:** *Missions For America, The Civil Air Patrol Story*, pages 1-3.

**GOAL:** The goal of this lesson is for each member to know the history and evolution of Civil Air Patrol (CAP) into the organization it is today. In addition, members will learn about significant events and people associated with their local unit and/or wing.

### LESSON OBJECTIVES:

Each participant should be able to:

1. Explain why Civil Air Patrol was formed.
2. Recall the contributions of important individuals in the historical development of Civil Air Patrol.
3. Outline the types of Civil Air Patrol missions in World War II with emphasis on the cadet program.
4. Describe when and how Civil Air Patrol was incorporated following WW II.
5. Describe when and how Civil Air Patrol became the USAF's permanent auxiliary.
6. Identify important events and people associated with the local unit and/or wing.

### MAIN POINTS:

1. Formation of Civil Air Patrol
2. Founders and supporters of Civil Air Patrol
3. Civil Air Patrol during World War II
4. Civil Air Patrol during the post-war period
5. Civil Air Patrol: The USAF's permanent auxiliary
6. History and people associated with the local unit and/or wing

#### *Formation of Civil Air Patrol*

CAP was formed because there were many people concerned about the future of (1)\_\_\_\_\_ aviation in the years just before World War II.

Leading the effort was a noted aviation writer of the time, (2)\_\_\_\_\_. He went to Nazi Germany in 1938 and saw firsthand their preparations for war and the impact it had in private aviation. He went to the Chief of the Army Air Corps, (3)\_\_\_\_\_, and with the additional support of Thomas Beck, Guy Gannet, and (4)\_\_\_\_\_, Director of the Office of Civilian Defense formed Civil Air Patrol.

#### Founders and Supporters

Gill Robb Wilson  
General H.H. (Hap) Arnold  
Thomas Beck  
Guy Gannet  
Fiorello LaGuardia  
Major General John F. Curry

CAP was established on (5)\_\_\_\_\_, just a week before Japan's attack on Pearl Harbor. On 8 December 1941, (6)\_\_\_\_\_ became the first National Commander and Gill Robb Wilson became the first Executive Officer.

### *Wartime Activities*

One of the first missions CAP was called upon to perform was (7)\_\_\_\_\_. This was due to the attack of American shipping by the (8)\_\_\_\_\_ up and down the eastern and southeastern coasts of the United States. The Army and Navy did not have the resources at the time to stop the attacks, and CAP was called on to track these submarines. When a sub was spotted, CAP pilots would radio the Army or Navy for help.

This worked well until the sub crews figured out that the CAP aircraft were unarmed. In response, the Army authorized CAP planes to be armed with (9)\_\_\_\_\_. In May 1942, a CAP aircraft manned by (10)\_\_\_\_\_ and (11)\_\_\_\_\_ received the first CAP "kill" by sinking a submarine off the coast of New Jersey.

By August 1943, the Army and Navy had enough resources to resume coastal patrol on their own. CAP's tally was impressive. CAP pilots sank (12)\_\_\_\_\_ subs, attacked 57, and spotted many more.

Civil Air Patrol's efforts were not limited to coastal patrol. From the period January 1942 - January 1946, CAP pilots flew over 24,000 hours of assigned (13)\_\_\_\_\_ missions plus many thousands of additional hours at their own expense. In Nevada, CAP SAR teams formed their own cavalry to rescue crews through tough terrain, and in Florida SAR teams used glade buggies to rescue crews from swamp areas. Flying (14)\_\_\_\_\_, CAP pilots flew over 3.5 million pounds of mail and cargo plus hundreds of military passengers. CAP aircraft flew over 30,000 hours of (15)\_\_\_\_\_ along the Mexican border to spot suspicious activities. CAP pilots also (16)\_\_\_\_\_ and supported (17)\_\_\_\_\_ missions. CAP pilots aided in (18)\_\_\_\_\_ and ground personnel guarded (19)\_\_\_\_\_. Throughout the war, CAP carried on (20)\_\_\_\_\_ to prepare pilots for military service and for the Civil Air Patrol.

#### Other WW II Missions

- Search and Rescue (SAR)
- Cargo and Courier
- Border Patrol
- Aerial Target Towing
- Searchlight and Radar Training
- Disaster Relief
- Airfield and Resource Security
- Pilot Training

In recognition for their wartime service, on 29 April 1943, CAP was transferred from the Office of Civilian Defense to the (21)\_\_\_\_\_.

### *The Cadet Program During World War II*

Many adults were leaving CAP because they were being (22)\_\_\_\_\_. Since CAP was volunteering to assist the military, they had to leave CAP.

As a result, CAP had to find more members to perform their missions. They found that young people could do many jobs just as well as adults, and CAP and the Army Air Forces (AAF) made plans to open CAP membership to young people. In this way, the (23)\_\_\_\_\_ as they would be called, would train in CAP jobs, maybe learn to fly, and gain experience which would help them when they became old enough to join the military.

The CAP cadet program was started on (24)\_\_\_\_\_, in Minnesota. The program was so successful that when CAP received its Congressional Charter and its status as the US Air Force Auxiliary, it became a primary mission: co-equal with emergency services and aerospace education. It has evolved and grown into the program you are now in today.

*Civil Air Patrol During the Post-war Period*

During the last 2 years of the war, CAP continued to accomplish vital missions until the (25)\_\_\_\_\_ surrender in September 1945 and a period of massive demobilization began.

**DEMOBILIZATION:** to reduce the size of the military structure after a war in order to save money or resources.

Despite proving itself with many wartime missions, CAP's future was (26)\_\_\_\_\_ after the war. The drastic cut in post-war budgets threatened to cut-off much AAF funding which led General Arnold to call a meeting of CAP wing commanders to develop a plan for the future of Civil Air Patrol.

The conference led to the incorporation of Civil Air Patrol as a Corporation "solely of a benevolent character" on (27)\_\_\_\_\_. This was done through the passing of (28)\_\_\_\_\_.

## Public Law 476

- Encourage the development of aviation
- Encourage contributions to public welfare
- Provide aviation education and training
- Foster civil aviation
- Private citizens assist in emergencies

Very briefly, this law established the foundations for CAP's three primary missions of **aerospace education, emergency services,** and the **cadet program**. Based on these missions, CAP set forth a number of post-war objectives:

- Inform the (29)\_\_\_\_\_ about aviation and its impacts
- Provide seniors and cadets with ground and pre-flight (30)\_\_\_\_\_ education and training
- Provide air service under emergency conditions
- Establish a radio network covering all parts of the United States for both training and emergency use
- Encourage the establishment of flying clubs for its membership
- Provide selected (31)\_\_\_\_\_ a 2-week encampment at air bases
- Provide selected cadets with (32)\_\_\_\_\_ scholarships
- Encourage model building and flying
- Assist veterans to find employment
- Contribute services to special projects such as airport development and aerial surveying

## Post-war Objectives

- Inform the public
- Provide ground and pre-flight training
- Provide emergency air service
- Establish a radio network
- Encourage flying clubs
- Provide cadet encampments
- Provide cadet flight scholarships
- Encourage model building and flying
- Assist veteran employment
- Contribute to special projects

Post-war objectives that are no longer needed:

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*CAP: The USAF Auxiliary*

Public Law 476 gave CAP new life but real permanence would come with the birth of the new US Air Force.

The (33)\_\_\_\_\_ removed the Army Air Forces from Army control and established the US Air Force as a separate service. In October 1947 a CAP board met with USAF officials to permanently establish CAP as the (34)\_\_\_\_\_. On 26 May 1948, Congress approved (35)\_\_\_\_\_ making CAP the USAF Auxiliary.

**CAP: The US Air Force Auxiliary**

National Security Act of 1947 establishes USAF

Public Law 557 in May 1948 established CAP as the USAF Auxiliary

*Summary*

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During this lesson, we've looked at the history of Civil Air Patrol. In the next lesson, we'll learn more about CAP's three primary missions: **aerospace education, emergency services,** and the mission to which you belong, **cadet programs**. Then, we'll take a look at how CAP is organized - from the national level right down to your local squadron.

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## CADET ORIENTATION COURSE STUDENT GUIDE

### PERIOD TITLE: Part II, Civil Air Patrol Missions and Organization

**REFERENCES/READING ASSIGNMENTS:**     **Recommended Reading** CAPM 50-1, *Introduction to Civil Air Patrol*, Chapters Two & Four; **Review:** *Missions For America, The Civil Air Patrol Story*, pages 3-4; CAPM 20-1, *Organization of Civil Air Patrol*; CAPR 20-3, *Charters and Other Organizational Actions*.

**GOAL:** The goal of this lesson is for each member to know the missions and organization of Civil Air Patrol. Members should also gain an appreciation for the role of CAP in advancing aerospace education, in supporting cadet programs and in providing emergency services to the citizens of the United States. Participants will learn the organizational structure and chain of command for Civil Air Patrol. Participants will also learn the particular mission and organization of their unit and/or wing.

### LESSON OBJECTIVES:

Each participant should be able to:

1. Define the missions of Civil Air Patrol.
2. Describe the roles of internal and external aerospace education programs.
3. Summarize the Civil Air Patrol cadet program.
4. Explain the role of Civil Air Patrol in emergency services.
5. Identify other missions of Civil Air Patrol.
6. Outline the general organization of Civil Air Patrol.
7. Identify the function and purpose of national and regional officers and governing bodies.
8. Describe the relationship between Civil Air Patrol and the USAF.
9. Explain the purpose and structure of the USAF Region and Wing Liaison offices.
10. Demonstrate an understanding of the mission and organization of the local unit and/or wing.

### MAIN POINTS:

1. Civil Air Patrol Vision and Mission
2. Missions of Civil Air Patrol
3. Organization of Civil Air Patrol
4. Where the local unit/wing fits within CAP
5. Cadet roles in aerospace education and emergency services

#### *CAP Vision and Mission*

If you'll remember from the CAP history lesson, CAP was chartered by Congress after World War II under Public Law 476 to perform missions "solely of a benevolent character."

### **BENEVOLENCE: an inclination or tendency to perform kind or charitable acts**

This implies that CAP is not allowed to perform combat operations. Had this charter been adopted before WW II, then CAP would not have been allowed to participate in armed reconnaissance missions against German submarines. However, the Congressional Charter allows CAP to participate in the other types of missions which it started in WW II, like search and rescue, disaster relief, flight training, and the cadet program.

Today, CAP is still carrying out the basic missions assigned to it by Congress in 1946, and also responds to new missions for which CAP is ideally suited. To get an idea of exactly what CAP does and how it seeks to perform those missions, let's take a look at CAP's Vision and Mission Statements.

A vision statement declares what an organization wishes to accomplish. CAP wishes to build the best force of (1)\_\_\_\_\_ to accomplish essential (2)\_\_\_\_\_ for America. As a member of CAP, you need to know what CAP seeks to do.

#### CAP Vision Statement

Civil Air Patrol, America's Air Force Auxiliary, building the nation's finest force of citizen volunteers... performing Missions for America.

A mission statement spells out those goals. It defines the objectives that need to be accomplished to carry out those goals. You can see CAP's mission statement in the frame to the right. As you can see (though in different words), it spells out CAP's three primary missions which are (3)\_\_\_\_\_, (4)\_\_\_\_\_, and the (5)\_\_\_\_\_.

#### CAP Mission Statement

To serve America by developing our nation's youth; accomplishing local, state, and national missions; and educating our citizens to ensure air and space supremacy.

#### *Missions of Civil Air Patrol*

#### Aerospace Education

Aerospace education represents CAP's effort to educate America about the uses and benefits of the transportation, communications and military capabilities of the air and space. The two components in aerospace education are the (6)\_\_\_\_\_ program, which deals with members of CAP, and the (7)\_\_\_\_\_ program, which deals with the American public in general. This program focuses on teachers and students in elementary and junior high schools.

#### Aerospace Education

- Internal Programs
- External Programs

#### Cadet Program

The cadet program offers young people enrolled in the sixth grade and beyond a chance to develop their leadership skills through interest in (8)\_\_\_\_\_. Cadets progress at their own pace through a 15-step program including (9)\_\_\_\_\_, (10)\_\_\_\_\_, (11)\_\_\_\_\_, and (12)\_\_\_\_\_.

#### Cadet Programs

- Aerospace Education
- Leadership Training
- Physical Fitness
- Moral Leadership

Cadets can also participate in a wide variety of activities such as encampments, orientation flights, and national and international activities. You will learn more about cadet programs later in this course; this has just been a quick overview of what the cadet program is.

#### Emergency Services

Emergency services encompasses the search and rescue function which CAP began during WW II. But, today it encompasses many more activities designed around public service.

CAP's record in emergency services is impressive. Their air and ground teams perform over 85 percent of inland missions

#### Emergency Services

- Search and Rescue (SAR)
- Disaster Relief
- Humanitarian Services
- Emergency Communications Network



(13)\_\_\_\_\_ for the US Air Force, saving over 100 lives each year.

During (14)\_\_\_\_\_ and other times of need, CAP volunteers provide a variety of services to agencies such as the Red Cross, Federal Emergency Management Agency (FEMA), Federal Aviation Administration (FAA), and the Coast Guard. These services range from air and ground transportation of supplies and personnel, assistance in evacuation and damage surveying, and establishing communications links through the use of its extensive (15)\_\_\_\_\_ network.

CAP also provides a variety of other missions to support the US Air Force and to support the curtailing of illegal drug transport into the United States. While CAP has no (16)\_\_\_\_\_ capability, it does aerial surveying, passenger transport, and communications support missions for agencies such as the Drug Enforcement Administration (DEA) and the US Customs Service. CAP also participates in the USAF Drug Demand Reduction Program. CAP units located near Air Force bases participate in programs designed to educate Air Force and local families about the danger of drugs and presents itself as an attractive alternative to drug and gang activity.

#### Other Missions

- Air Force Support
- Counterdrug
- Drug Demand Reduction

Of all these missions, CAP cadets can take part in all except counterdrug operations.

Now that we've looked at the missions of CAP, let's look at the organizational structure setup to accomplish those missions.

#### *Organization of Civil Air Patrol*

First we will look at the national organization of CAP so you can see the relationship between the National Headquarters and the USAF as well as the chain of command for CAP units in the field.

#### Organization of Civil Air Patrol

- National and Regional Offices
- Relationship Between CAP and the USAF
- Region and Wing Liaison Offices

The main governing body of Civil Air Patrol is called the (17)\_\_\_\_\_. It meets usually twice a year to conduct Corporation business and elect officers. The senior official of the National Board is the (18)\_\_\_\_\_ who holds the grade of CAP brigadier general.

#### Civil Air Patrol National Board

National Commander  
 National Vice Commander  
 National Chief of Staff  
 National Legal Officer  
 National Controller  
 Senior Air Force Advisor  
 8 Region Commanders  
 52 Wing Commanders

The National Executive Committee (NEC) governs CAP when the National Board (19)\_\_\_\_\_. It meets at least twice annually to perform such functions as review and oversight of CAP operations. The only difference between the National Executive Committee and the National Board is that the NEC does not include CAP's (20)\_\_\_\_\_.

CAP National Headquarters is actually composed of two separate organizations: the paid corporate staff, representing the interests of the CAP Corporation, and CAP-USAF, which is the military body representing the Air Force - CAP's sponsor.

The corporate headquarters runs the day-to-day business of CAP at the direction of the National Commander and the National Board.

In addition to the staff of paid corporate employees at CAP National Headquarters, CAP regions have a staff of volunteers headed by a commander who is appointed by the National Commander and other members who perform education, logistics, administrative, and operations functions. Each wing also has a liaison officer and/or NCO who are retired USAF members.

**LIAISON: Communication between different groups or organizations a close relationship, connection, or link.**

Next, let's look at the offices of CAP-USAF headed by the Commander, CAP-USAF. He also serves as the Senior Air Force Advisor. CAP-USAF is co-located with the corporate offices at (21)\_\_\_\_\_.

The Commander, CAP-USAF, is the commander for all active duty and DoD civilian employees assigned to (22)\_\_\_\_\_. His position has ties with the CAP Corporation because he provides advice, liaison, and oversight to HQ CAP, ensuring that the relationship between CAP and the USAF is stable. Included under CAP-USAF are the region liaison offices that include a commander and small staff.

CAP-USAF assists CAP in acquiring surplus uniforms, equipment, computers, furniture, and vehicles. They also help CAP by providing transportation to and from certain activities, providing building space, arranging tours, and acting as teachers and board members.

**National Executive Committee**

- National Commander
- National Vice Commander
- National Chief of Staff
- National Finance Officer
- National Legal Officer
- National Controller
- Senior Air Force Advisor
- 8 Region Commanders

**HQ CAP Corporate Offices**

- Executive Director
- Mission Support
- General Counsel
- Plans and Requirements
- Aerospace Education & Training
- Cadet Programs
- Personnel

**HQ CAP Corporate Offices (cont'd)**

- Financial Management
- Marketing & Public Relations
- Operations
- CAP Bookstore
- CAP Supply Depot

**CAP-USAF Offices**

- Commander
- Vice Commander
- Information Management
- Financial Management
- Chaplain Services
- Inspector General
- Staff Judge Advocate

**CAP-USAF Offices (cont'd)**

- Logistics
- Aerospace Education & Cadet Programs
- Public Affairs
- Safety
- Operations

*CAP Field Organization*

Civil Air Patrol is a national organization. It is split into (23)\_\_\_\_\_ each headed by a CAP colonel. These are made up of 5 - 9 states that are called (24)\_\_\_\_\_. The District of Columbia and the Commonwealth of Puerto Rico are also called (25)\_\_\_\_\_. These commanders are appointed by the region commander and also hold the grade of CAP colonel.

Groups are established by the CAP wing commanders if they feel they need them to adequately command their state. This is normally done if there are very many squadrons or the territory is large.

(26)\_\_\_\_\_ are the very heart of CAP. This is where the missions of CAP are carried out and the most members are located. These units recruit and train new members, they provide the people and resources to carry out CAP's missions.

There are three types of squadrons. The (27)\_\_\_\_\_ squadron is made up of both seniors and cadets, and have training programs for both. The (28)\_\_\_\_\_ squadron is made up of mostly cadets, and seniors play only a supporting role. (29)\_\_\_\_\_ are made up of only senior members. Which type of squadron do you belong to? (30)\_\_\_\_\_

Finally, flights are formed under a sponsoring squadron. This is done when there aren't enough members to form a squadron and is usually done in lightly populated areas.

Now that you see how CAP is organized, let's see where your unit fits into the structure.

*Where Your Unit Fits*

Here is how your unit fits into the CAP chain of command. As your experience with CAP grows, you'll learn how the different levels function together to accomplish CAP's missions.

Now, fill in the names of the commanders you have in your chain of command:

**National Commander:**\_\_\_\_\_

**Region Commander:**\_\_\_\_\_

**Wing Commander:**\_\_\_\_\_

**Group Commander:**\_\_\_\_\_

**Squadron Commander:**\_\_\_\_\_

**CAP Field Organization**

8 Regions

52 Wings

Groups

Squadrons

Flights

**CAP Squadrons**

- Composite Squadron
- Cadet Squadron
- Senior Squadron

**CAP Chain of Command**

CAP Headquarters

Your Region

Region Commander

Your Wing

Wing Commander

Your Group

Group Commander

Your Squadron

Squadron Commander

Your Flight

Let's also list your cadet chain of command:

**Cadet Commander:** \_\_\_\_\_

**Cadet First Sergeant:** \_\_\_\_\_

**Cadet Flight Commander:** \_\_\_\_\_

**Cadet Flight Sergeant:** \_\_\_\_\_

**Element Leader:** \_\_\_\_\_

### *Cadet Roles in Aerospace Education and Emergency Services*

As you know, you **are** part of the cadet program, and thus have a very important place within CAP. As you are about to learn, you also play important roles in helping CAP to accomplish its two other primary missions: (31)\_\_\_\_\_ and (32)\_\_\_\_\_.

#### Cadet Program and Aerospace Education

The CAP has much to offer its cadets in aerospace education, such as orientation flights, (33)\_\_\_\_\_, model rocketry, flight training, and (34)\_\_\_\_\_, just to name a few things. These activities show cadets just like you the importance of aerospace in today's world.

#### Cadet Program and Aerospace Education

- Orientation Flights
- Model Airplane Building
- Model Rocketry
- Flight Training
- Orientation About Aerospace Careers

#### Cadet Program and Emergency Services

Cadets play a very active role in emergency services. In fact, CAP would not have all the people it needs to accomplish the emergency services missions without cadets!

You can train to be part of a (35)\_\_\_\_\_ - actively searching for missing airplanes and people - maybe eventually leading the searches. You can perform administrative support and (37)\_\_\_\_\_ at the mission base. Or you can marshal aircraft on the flight line. You may even qualify to be part of a mission flight crew! Each of these important functions helps CAP to save lives every year.

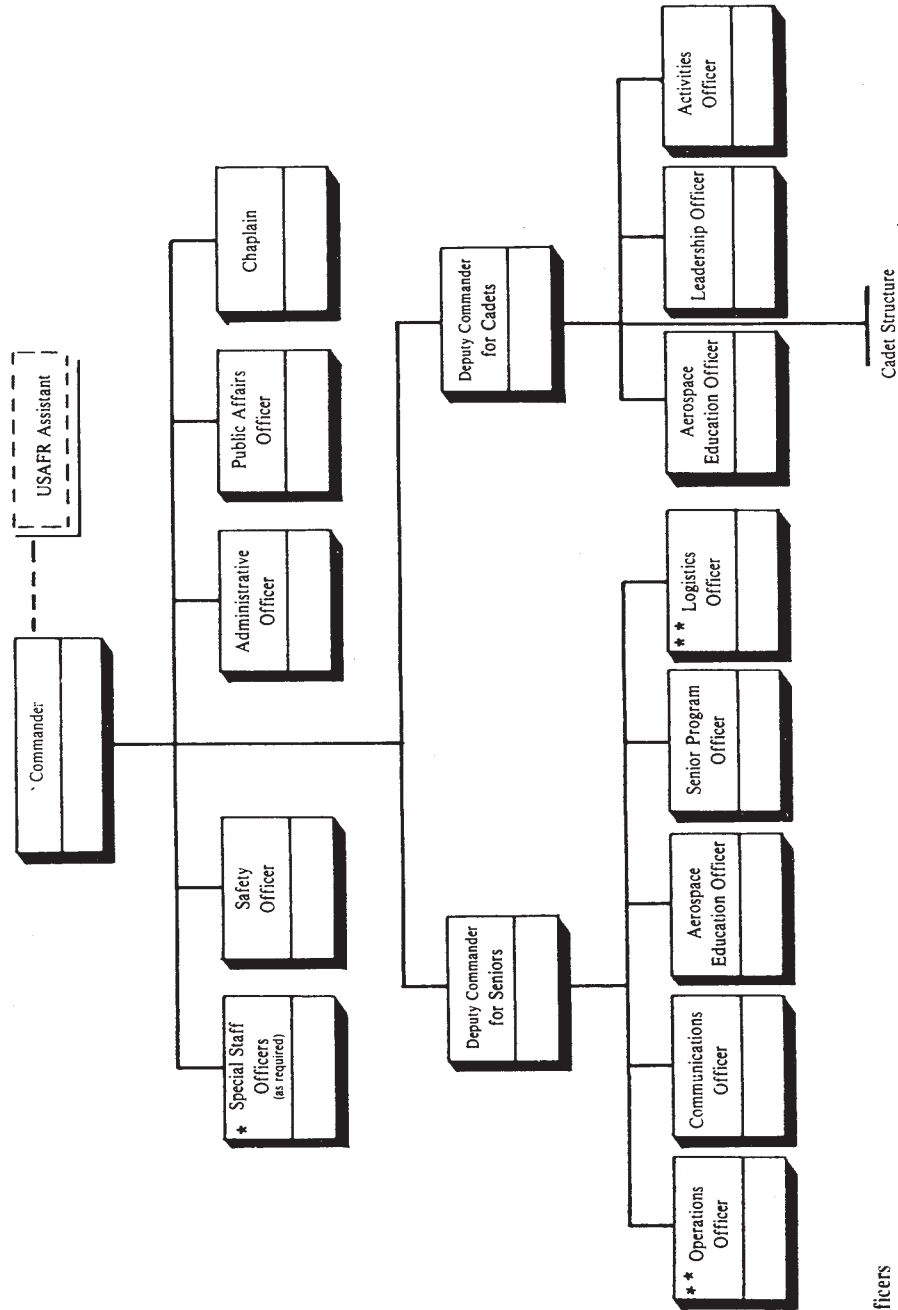
#### Cadet Program and Emergency Services

- Ground Team
- Administrative Support
- Communications Support
- Flight Line Activities
- Mission Flight Crew

### *Summary*

In this lesson we've looked at CAP's missions, how it's organized, and the roles you can play in accomplishing them. In the next lesson, we'll be looking at some of the things you need to know in order to participate in CAP activities, specifically the right way to wear CAP uniforms.

**Composite Squadron Organizational Chart**  
(senior member positions)

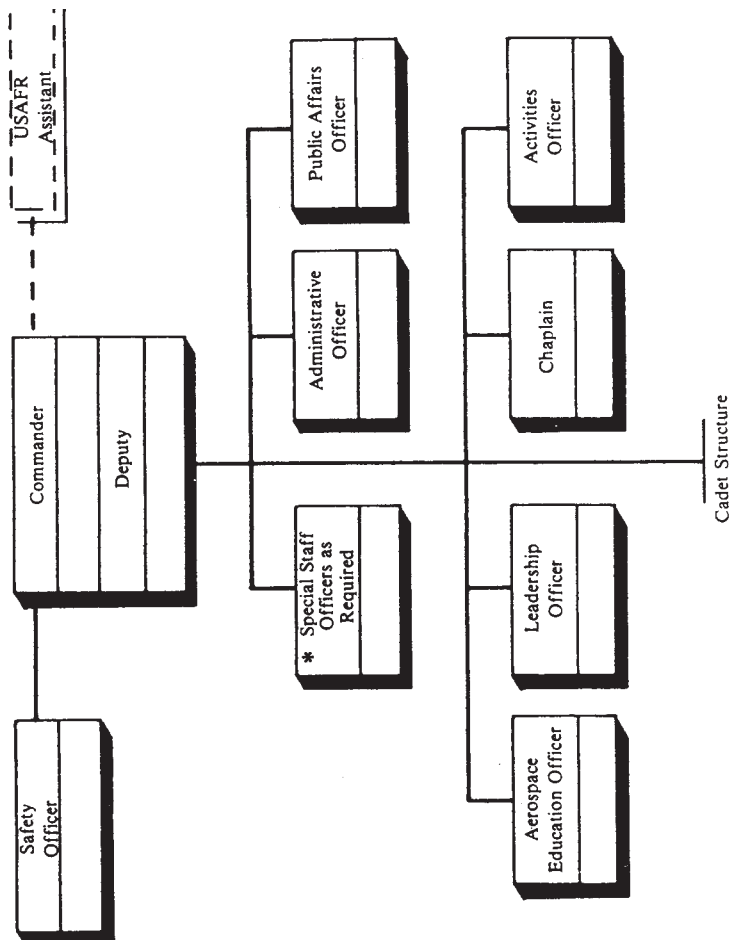


\* Special Staff Officers

1. Personnel
2. Recruiting
3. Legal
4. Finance
5. Medical
6. Testing
7. Historian

\*\* The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organization charts on page 20 are recommended. NOTE: The Operations and the Emergency Services functions may be separated at the option of the wing commander.

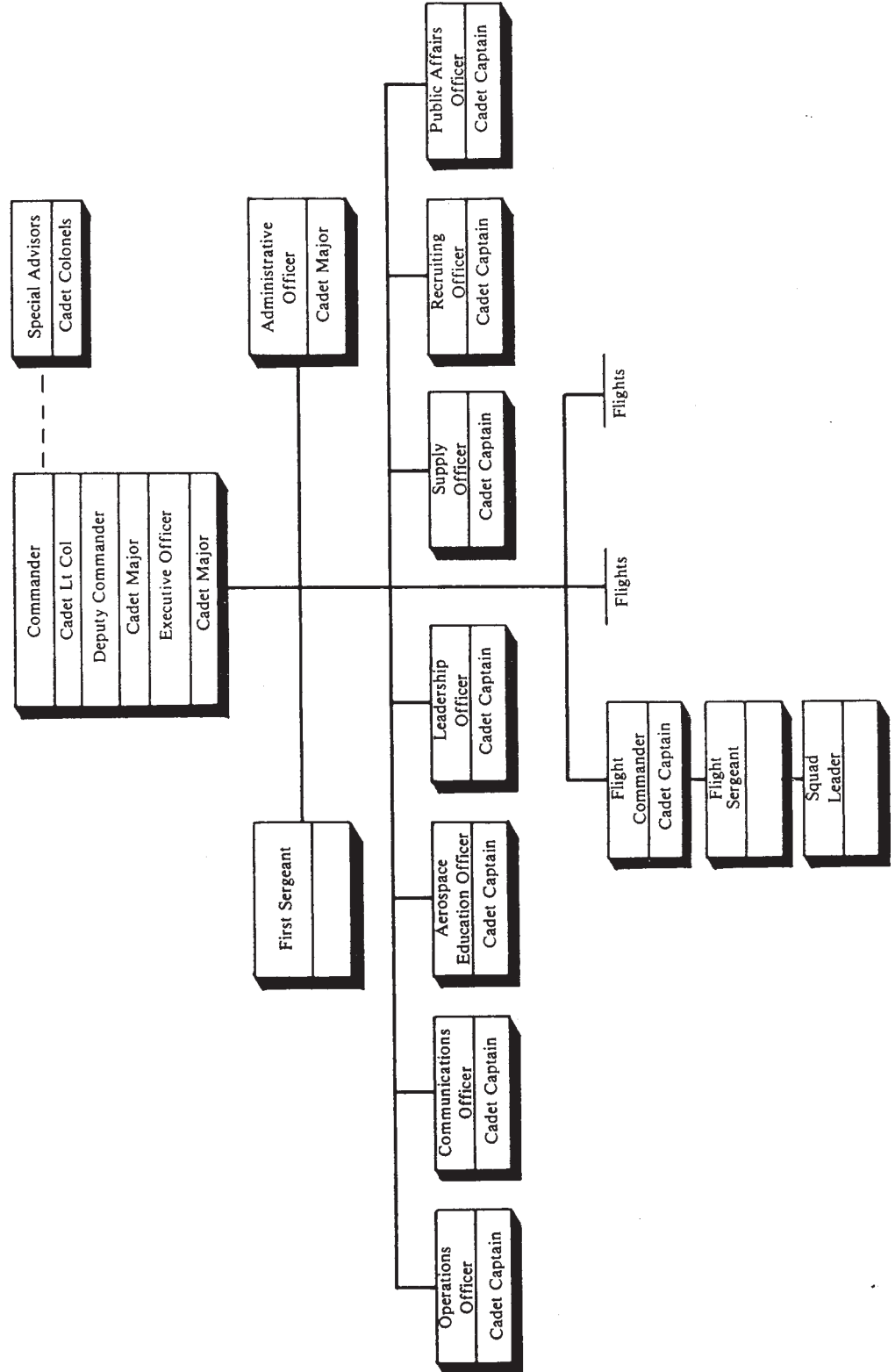
# **Cadet Squadron Organizational Chart** (senior member positions)



## \* Special Staff Officers

1. Personnel
2. Communications
3. Logistics
4. Senior Program
5. Recruiting
6. Legal
7. Finance
8. Medical
9. Testing
10. Historian

**Cadet/Composite Squadron Organization Chart  
(Cadet Positions)**



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## CADET ORIENTATION COURSE STUDENT GUIDE

### PERIOD TITLE: Part III, Civil Air Patrol Uniforms

**REFERENCES/READING ASSIGNMENTS:**    **Recommended Reading:** CAPM 39-1, *Civil Air Patrol Uniform Manual*, Chapter One, (scan entire manual).    **Review:** CAP Visual Aid 39-1, *Civil Air Patrol Grooming Standards*; CAPR 39-3, *Award of Civil Air Patrol Medals, Ribbons, and Certificates*; CAPP 151, *Standards, Customs and Courtesies*, Section C; and the *Civil Air Patrol Bookstore Catalog*.

**GOAL:** The goal of this lesson is for each participant to know the proper wear and maintenance of Civil Air Patrol uniforms and insignia. Participants will learn proper grooming standards and responsibilities for correcting deviations from standards. In addition, members will learn uniform requirements for the local unit and/or wing.

### LESSON OBJECTIVES:

Each participant should be able to:

1. Explain why proper grooming and uniform wear are important to Civil Air Patrol.
2. Identify various uniform combinations permitted within Civil Air Patrol.
3. Give examples of when, and when not, to wear various Civil Air Patrol uniforms.
4. Demonstrate the proper wear of Civil Air Patrol decorations and insignia.
5. Determine proper uniform wear for the local unit and/or wing .

### MAIN POINTS:

1. Importance of Grooming and Uniform Standards
2. Civil Air Patrol Uniform Combinations
3. When and Where to Wear Civil Air Patrol Uniforms
4. Civil Air Patrol Decorations, Ribbons, and Badges
5. Local Uniform Requirements

CAP members wear uniforms for many reasons: to show that they belong to the Auxiliary of the US Air Force, to show that they are part of a team, to signify that they are authorized to be at an activity or event, and to be allowed to travel aboard CAP and military aircraft, etc.

This lesson will show you the different types of uniforms you may wear, as well as the guidelines for wearing them.

## *Importance of Grooming and Uniform Standards*

### CAP Grooming Standards

When wearing the CAP Air Force-style uniform, you must follow some very strict grooming guidelines. For instance, your hair may not exceed a certain length, and you are prohibited from wearing beards or excessive jewelry. Cadets under the age of 18 may exceed weight standards and wear the Air Force-style uniform. They may not be outside of grooming standards however. Cadets ages 18 and above who do not meet weight or grooming standards must wear an alternative CAP uniform (blazer combination, blue jump suit, or BDUs without grade).

Grooming and Uniform Standards
CAP Grooming Standards
Air Force Military Style Uniform
Must meet CAP weight standards
Must meet AF grooming standards
CAP Uniform Standards

To find out more about CAP grooming standards, you need to reference (1)\_\_\_\_\_, the (2)\_\_\_\_\_.

### CAP Uniform Standards

Just as there are grooming and weight standards, CAP also has standards for uniform wear. Here are just a few general guidelines:

- Uniforms need to be neat, clean, current, and in good condition.
- Uniforms must be snapped, buttoned, or zippered.
- Uniforms must be worn in the right combinations.
- Shoes must be kept shined and in good repair.
- Metallic badges, insignia, buttons, and other devices must also be maintained in the proper luster and condition.
- Uniforms must have the proper fit, according to CAPM 39-1.
- Jewelry, religious devices, and other accessories must be worn in accordance with CAPM 39-1.

### *CAP Uniform Combinations*

Let's look at some of the different types of CAP uniforms that you can wear. Of course, your unit will dictate which uniforms will be worn. Your commander will bear in mind the cost for these uniforms when selecting the proper uniforms for you to wear.

Take out your handout on uniforms and follow along.

CAP Uniform Combinations
• CAP Blazer Combination
• Blue Shirt Combination
• Service Dress
• AF Flight Suit
• CAP Jump Suit
• BDUs

The CAP Blazer Combination (not shown) may be worn any season of the year, and many members choose to wear this uniform instead of the Air Force-style uniforms because they do not meet weight or grooming standards. Cadets may also wear this uniform on occasion. It consists of a navy blazer, white shirt - collared or turtleneck, choice of tie, gray slacks or skirt, black hose and shoes. There are special insignia for wear with this uniform. Cadets will not wear grade with this uniform.

The Blue Shirt Combination is the same uniform worn by military personnel and is the basic CAP cadet uniform. CAP cadets may wear this uniform when engaged in normal duties as a member and/or while attending local, area, or national CAP functions. Members may also wear this uniform when traveling to/from CAP activities.

The Service Dress may be worn for ceremonies, parades, reviews, official visits, change of command, or when authorized by appropriate authority. It's an (3)\_\_\_\_\_ uniform, so weight and grooming standards apply.

The Air Force Flight Suit may be worn while performing flight or authorized recreational activities. Your commander will tell you if and when you may wear the flight suit.

The CAP Jump Suit (not shown) is an optional uniform which may be worn during flight activities or as a utility uniform. It may be authorized for wear by the commander for a variety of activities and may be worn by members who do not meet weight and grooming standards.

Finally, there is The Battle Dress Uniform (BDU). BDUs are considered work utility uniforms and may be worn at the local unit, special activity, or mission site. BDUs may not be worn to off-base establishments to do extended shopping, dining, socializing, or take part in any entertainment. BDUs are considered an Air Force-style uniform. However, cadets over the age of 18 who do not meet weight and grooming standards may wear this uniform without grade insignia.

### *When and Where to Wear CAP Uniforms*

Cadets may wear the CAP uniform when engaged in (4)\_\_\_\_\_ duties as CAP members. In certain conditions, the uniform may be worn on (5)\_\_\_\_\_ or (6)\_\_\_\_\_ or when visiting military installations. They are also appropriate when attending (7)\_\_\_\_\_ or certain (8)\_\_\_\_\_ functions when representing CAP.

The CAP uniform should **not** be worn more than 1 hour (9)\_\_\_\_\_, or when participating in a demonstration not approved by the Air Force. It must not be worn when engaged in (10)\_\_\_\_\_ or developing a private or commercial interest. It may not be worn to any demonstration or activity by a group that advocates violence against the government or other groups, or that engage in illegal activities. Finally, CAP uniforms may not be worn to foreign countries except in authorized exchange programs, and the uniform must be chosen by the appropriate authority.

### *Civil Air Patrol Decorations, Ribbons, and Badges*

Specifics for wear of decorations, ribbons, or badges and insignia on CAP uniforms are outlined in CAPM 39-1 and CAPM 39-3. Generally, you may only wear the badges, ribbons, and insignia for which you are authorized and only on the uniform combinations authorized. The frame to the right outlines the order of precedence for CAP ribbon wear.

### *Local Uniform Requirements*

The instructor will now explain your unit's local requirements.

#### Wearing the Uniform

##### Wear

- Normal CAP duties
- Military or commercial flights
- Military or social functions

#### Wearing the Uniform

##### Don't Wear

- After the close of activities
- Public demonstrations
- Employment or commercial events
- Violent or illegal activities
- Foreign activities except authorized exchange programs

#### CAP Ribbons Order of Precedence

- US Military Decorations and Ribbons
- CAP Decorations and Ribbons
- ROTC Ribbons
- Foreign Decorations

*Summary*

You've just learned how to wear the CAP uniform properly. In the next lesson, you'll learn how you should act as a CAP member: with other members and military members. These are called customs and courtesies. You'll also learn about how to honor the US Flag.



NOTES:

1. Grade Insignia : Cadet officers wear regular size metal insignia on shoulder boards; cadet NCOs wear a metal chevron on right lapel.
2. CAP Lapel Insignia : Cadet officers and cadets with no grade wear lapel insignia on both lapels halfway up the seam, resting on but not over it. Cadet NCOs wear it on the left lapel only.
3. CAP Aviation Badges and Specialty Insignia : Worn centered 1/2 inch above left breast pocket or 1/2 inch above ribbons.
4. Ribbons: Worn centered above left breast pocket, resting on but not over top edge.
5. CAP Specialty Badges: Worn centered 1 1/2 inches below top of welt pocket and/or on right side centered between arm seam and lapel with bottom edge of badge parallel to top of welt pocket.
6. A maximum of 2 devices may be worn above the ribbons.

**Figure 2-2. Men's New Service Dress (Cadets)**

**NOTES:**

1. Grade Insignia : Regular size metal insignia on shoulder boards.
2. CAP Lapel Insignia : Highly polished, worn on both lapels halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above left breast pocket or 1/2 inch above ribbons.
4. Ribbons: Worn centered above left breast pocket, resting on but not over top edge. Wear all or some.
5. Nameplate: Blue, three-line rests on but not over top edge of right pocket, between left and right edges.
6. CAP Specialty Badges: Worn on lower portion of left breast pocket between left and right edges and bottom of flap and pocket, and/or on right breast pocket between left and right edges and bottom of flap and pocket.
7. Shoulder Patch: Worn centered, 1/2 inch below shoulder seam on left sleeve.

**Figure 2-4. Men's Old-style Service Dress (Cadet Officers)**



**NOTES:**

1. Grade Insignia : Metal chevron worn on right lapel.
2. CAP Lapel Insignia : Highly polished, worn on left lapel only (chevron on right) halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. Cadet members without grade wear this device on both lapels.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above left breast pocket or 1/2 inch above ribbons.
4. Ribbons: Worn centered above left breast pocket, resting on but not over top edge.
5. Nameplate: Blue, three-line rests on but not over top edge of right pocket, between left and right edges.
6. CAP Specialty Badges: Worn on lower portion of left pocket between left and right edges and bottom of flap and pocket, and/or on right pocket between left and right edges and bottom of flap and pocket.
7. Shoulder Patch: Worn centered, 1/2 inch below shoulder seam on left sleeve.

**Figure 2-5. Men's Old-style Service Dress (Cadet Airmen)**

**NOTES:**

1. Grade Insignia : Miniature size metal insignia on blue epaulet sleeve.
2. CAP Aviation Badges and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons or pocket if ribbons are not worn.
3. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges. Wear all, some or none.
4. Nameplate: Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.
5. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right breast pocket between left and right edges and bottom of flap and pocket.
6. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
7. Tie Tack or Bar: Center tie tack or tie bar (silver metallic with CAP crest or Air Force coat of arms) between bottom edge of knot and bottom (tip) of tie.
8. Cuff Links (optional): If worn, must be plain silver design or with CAP crest or AF coat of arms.

**Figure 2-7. Men's Long-sleeve Shirt (Cadet Officers)**





**NOTES:**

1. Grade Insignia : Regular size metal chevron on right side of collar.
2. CAP Lapel/Collar Insignia : Highly polished, metal device worn on left side of the collar. Cadet members without grade wear this insignia on both sides of the collar.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons or pocket if ribbons are not worn.
4. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges. Wear all, some or none.
5. Nameplate: Blue, three-line rests on but not over top edge of right pocket, centered between left and right edges.
6. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right breast pocket between left and right edges and bottom of flap and pocket.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
8. Tie Tack or Bar: Center tie tack or tie bar (silver metallic with CAP crest or Air Force coat of arms) between bottom edge of knot and bottom (tip) of tie.
9. Cuff Links (optional): If worn, must be plain silver design or with CAP crest or AF coat of arms.

**Figure 2-8. Men's Long-sleeve Shirt (Cadet Airmen)**

**NOTES:**

1. Grade Insignia : Miniature size metal insignia on blue epaulet sleeve.
2. CAP Aviation Badge and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons or pocket if ribbons are not worn.
3. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges. Wear all, some or none.
4. Nameplate: Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.
5. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right pocket between left and right edges and bottom of lap and pocket.
6. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
7. Tie Tack or Bar: Center tie tack or tie bar (silver metallic with CAP crest or Air Force coat of arms) between bottom edge of knot and bottom (tip) of tie.

**Figure 2-10. Men's Short-sleeve Shirt (Cadet Officers)**



**NOTES:**

1. Grade Insignia : Regular size metal chevron on right side of collar.
2. CAP Lapel/Collar Insignia : Highly polished, metal device worn on left side of the collar. Cadet members without grade wear this insignia on both sides of the collar.
3. CAP Aviation Badge and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons or pocket if ribbons are not worn.
4. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges. Wear all or none.
5. Nameplate: Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.
6. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right breast pocket between left and right edges and bottom of flap and pocket.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
8. Tie Tack or Bar: Center tie tack or tie bar (silver metallic with CAP crest or Air Force coat of arms) between bottom edge of knot and bottom (tip) of tie.

**Figure 2-11. Men's Short-sleeve Shirt (Cadet Airmen)**

**NOTE:**

Uniform is configured as stated in Figures 2-3 and 2-4 for cadet officers and airmen. Only change is plain white shirt with dark blue or black satin bow tie and nameplate is not worn.

**Figure 2-13. Men's Blue Semiformal Uniform (Cadets Only)**



NOTES:

1. Grade Insignia : Embroidered on ultramarine blue background worn on the right collar.
2. CAP Lapel/Collar Insignia : Embroidered on ultramarine blue background, worn on left collar.
3. “Civil Air Patrol” Tape : Ultramarine blue with white letters worn centered immediately above the left breast pocket.
4. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used).
5. CAP Aviation Badges and Specialty Insignia : Embroidered, worn 1/2 inch above the cloth “Civil Air Patrol” tape worn over the left breast pocket.
6. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
7. CAP Specialty Patches: Embroidered, worn on the lower portion of the left breast pocket between left and right edges and bottom of flap and pocket.

**Figure 2-15. Men’s and Women’s Battle Dress Uniforms (Cadet Officers)**

**NOTES:**

1. Grade Insignia : Metal chevron on right collar.
2. CAP Lapel/Collar Insignia : Highly polished, metal on left side of collar. Cadet members without grade wear metal device on both sides of collar.
3. “Civil Air Patrol” Tape : Ultramarine blue with white letters worn centered immediately above the left breast pocket.
4. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used).
5. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
6. CAP Specialty Patches: Embroidered, worn on the lower portion of the left breast pocket between left and right edges and bottom of flap and pocket.

**Figure 2-16. Men’s and Women’s Battle Dress Uniforms (Cadet Airmen)**



NOTES:

1. Grade Insignia : Cadet officers wear regular size metal insignia on shoulder boards. Cadet NCOs wear a metal chevron on right lapel.
2. CAP Lapel Insignia : Highly polished, C.A.P. insignia worn halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. Cadet members without grade wear this device on both lapels.
3. CAP Aviation Badges: Highly polished, worn centered 1/2 inch above the top row of ribbons. All ribbons and devices must fall below the top edge of the notched collar.
4. Ribbons: Worn centered above left breast pocket, resting on but not over edge of welt pocket.
5. CAP Specialty Badges: Worn centered 1 1/2 inches below top of welt pocket on left breast, and/or on right side centered between arm seam and lapel, with bottom edge of badge parallel to top of welt pocket and/or 1/2 inch above top row of ribbons.

**Figure 2-18. Women's New Service Dress Uniform (Cadets)**

**NOTES:**

1. Grade Insignia : Regular size metal insignia on shoulder boards.
2. CAP Lapel Insignia : Highly polished C.A.P. insignia worn halfway up the seam, resting on but not over it. Bottom of insignia horizontal with the ground.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above ribbons.
4. Ribbons: Worn centered on left side between lapel and arm seam, 1 to 3 inches higher than top button, horizontal with ground. Bottom of ribbons will be even with the bottom of name tag. Wear all or some.
5. Nameplate: Blue, three-line, centered on right side between lapel and arm seam, 1 to 3 inches higher than top button.
6. CAP Specialty Badges: Worn centered 1/2 inch above top row of ribbons and/or 1/2 inch above nameplate on right breast.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.

**Figure 2-20. Women's Old-style Service Dress Uniform (Cadet Officers)**





NOTES:

1. Grade Insignia : Metal chevron on right lapel.
2. CAP Lapel Insignia : Highly polished C.A.P. insignia worn halfway up the seam, resting on but not over it. Bottom of insignia horizontal with the ground. Cadet members without grade wear this device on both lapels.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above ribbons.
4. Ribbons: Worn centered on left side between lapel and arm seam, 1 to 3 inches higher than top button, horizontal with ground. Bottom of ribbons will be even with the bottom of name tag. Wear all or some.
5. Nameplate: Blue, three-line, centered on right side between lapel and arm seam, 1 to 3 inches higher than top button.
6. CAP Specialty Badges: Worn centered 1/2 inch above top row of ribbons and/or 1/2 inch above nameplate on right breast.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.

**Figure 2-21. Women's Service Dress Uniform (Cadet Airmen)**

**NOTES:**

1. Grade Insignia : Miniature size metal insignia on epaulet sleeve.
2. CAP Aviation and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons. When no ribbons are worn, center badge 1/2 inch above imaginary row of ribbons.
3. Ribbons: (Pointed collar blouse) centered on left side between buttons and arm seam, even with or up to 1 1/2 inches higher or lower than the first exposed button. (Rounded collar blouse) centered on left side between fly front and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, horizontal with ground. Bottom of ribbons will be even with bottom of nameplate. Wear all, some or none.
4. Nameplate: Blue, three line, (pointed collar blouse) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.
5. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
6. CAP Specialty Badges: Worn centered 1/2 inch above ribbons and/or 1/2 inch above nameplate.

**Figure 2-23. Women's Long-sleeve Blouse (Cadet Officers)**



NOTES:

1. Grade Insignia : Regular size metal chevron on the right collar.
2. CAP Lapel/Collar Insignia : Highly polished, metal device worn on left side of collar. Cadets without grade wear this device on both sides of the collar.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above ribbons.
4. Ribbons: (Pointed collar blouse) centered on left side between buttons and arm seam, even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on left side between fly front and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, horizontal with ground. Bottom of ribbons will be even with bottom of nameplate. Wear all or none.
5. Nameplate: Blue, three line, (pointed collar blouse) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.
6. CAP Specialty Badges: Worn centered 1/2 inch above top row of ribbons and/or 1/2 inch above nameplate on right breast.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.

**Figure 2-24. Women's Long-sleeve Blouse (Cadet Airmen)**

**NOTES:**

1. Grade Insignia : Miniature size metal insignia on epaulet sleeve.
2. CAP Aviation and Specialty Insignia : Highly polished, worn 1/2 inch above ribbons. When no ribbons are worn, center badge 1/2 inch above imaginary row of ribbons.
3. Ribbons: (Pointed collar blouse) centered on left side between buttons and arm seam, even with up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on left side between fly front and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, horizontal with ground. Bottom of ribbons will be even with bottom of nameplate. Wear all, some or none.
4. Nameplate: Blue, three line, (pointed collar blouse) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.
5. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
6. CAP Specialty Badges: Worn centered 1/2 inch above ribbons and/or 1/2 inch above nameplate.

**Figure 2-26. Women's Short-sleeve Blouse (Cadet Officers)**



**NOTES:**

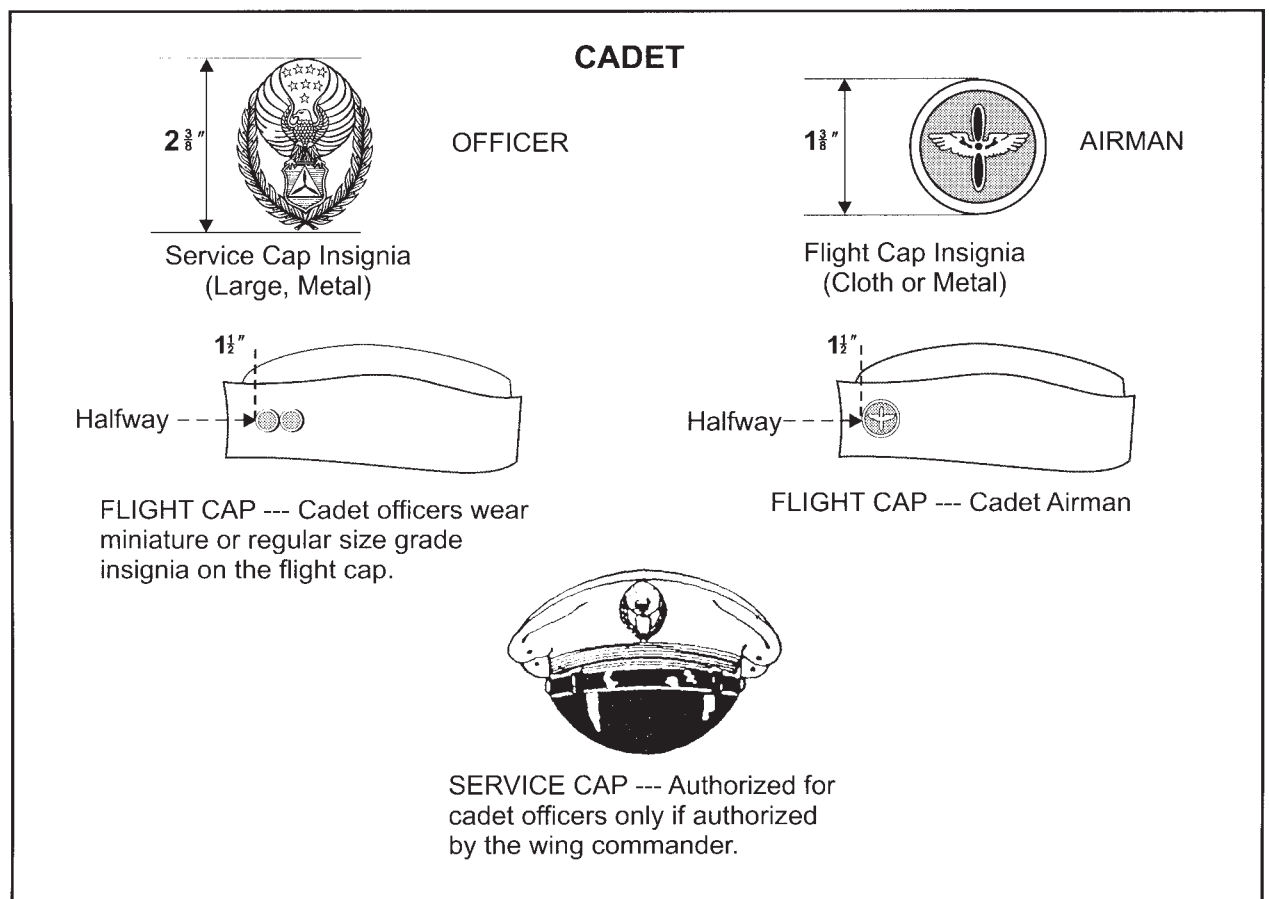
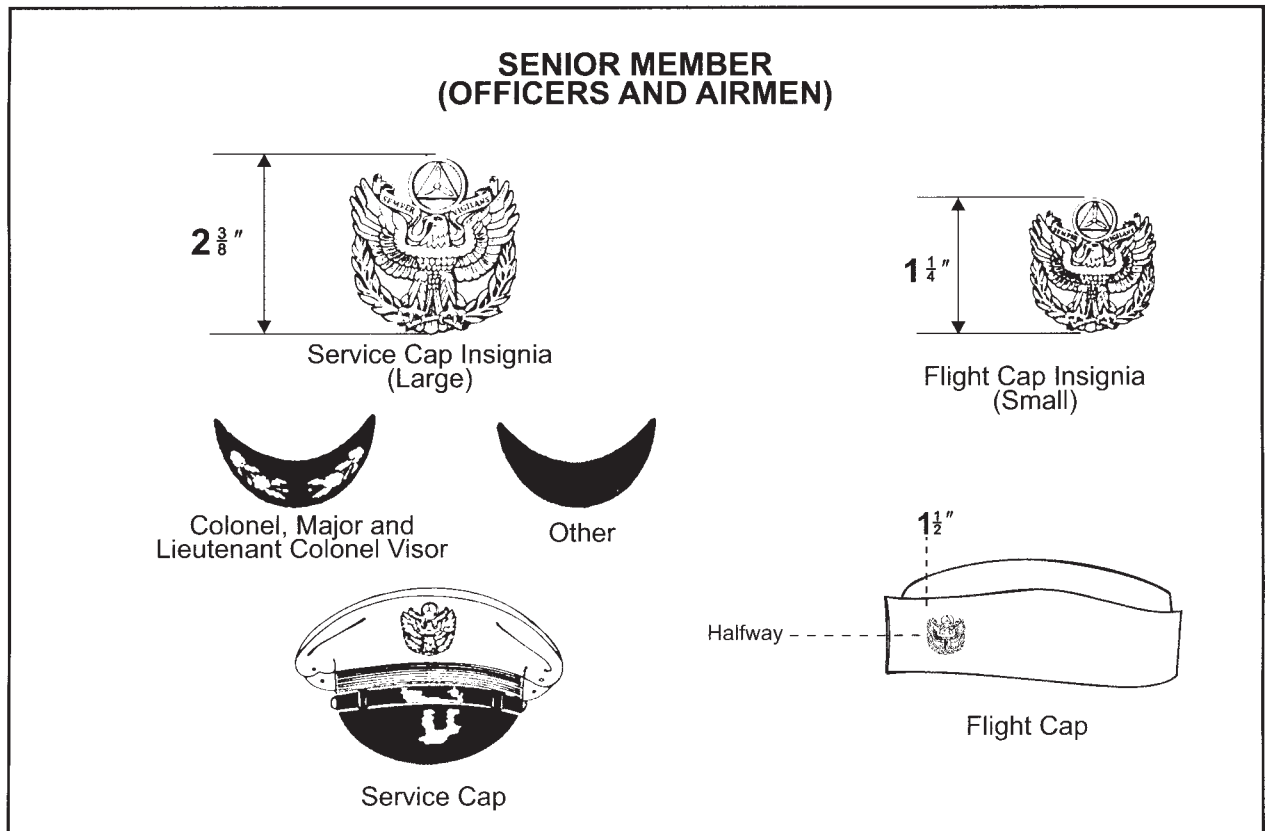
1. Grade Insignia : Regular size metal chevron on the right collar.
2. CAP Lapel/Collar Insignia : Highly polished, metal device worn on left side of collar. Cadets without grade wear this device on both sides of the collar.
3. CAP Aviation Badges and Specialty Insignia : Highly polished, worn centered 1/2 inch above ribbons.
4. Ribbons: (Pointed collar blouse) centered on left side between buttons and arm seam, even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) centered on left side between fly front and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, horizontal with ground. Bottom of ribbons will be even with bottom of nameplate. Wear all or none.
5. Nameplate: Blue, three line, (pointed collar blouse) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) center on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.
6. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
7. CAP Specialty Badges: Worn centered 1/2 inch above top row of ribbons and/or 1/2 inch above nameplate on right breast.

**Figure 2-27. Women's Short-sleeve Blouse (Cadet Airmen)**

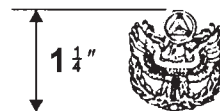
**NOTE:**

Uniform is configured as stated in Figures 2-18 and 2-19 for cadet officers and airmen. Only change is plain white shirt with dark blue or black satin tab and nameplate is not worn.

**Figure 2-29. Women's Blue Semiformal Uniform (Cadets Only)**



**Figure 3-1. Men's Headgear**

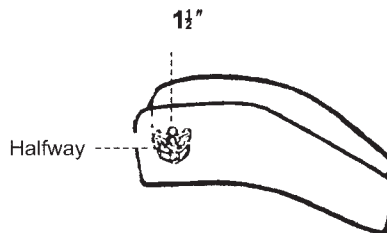
**SENIOR MEMBER  
(OFFICERS AND AIRMEN)**Service Hat Insignia  
(Large)

Flight Cap Insignia

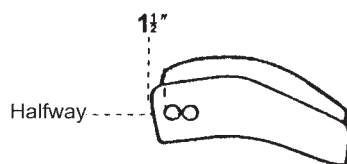
Colonel, Lieutenant  
Colonel and Major

Other

SERVICE HAT



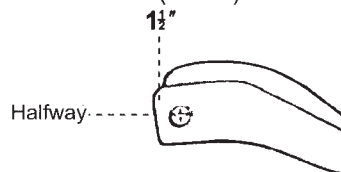
FLIGHT CAP

**CADET****OFFICER**Service Hat Insignia  
(Large)

FLIGHT CAP --- Cadet officers wear miniature or regular size grade insignia on the flight cap.



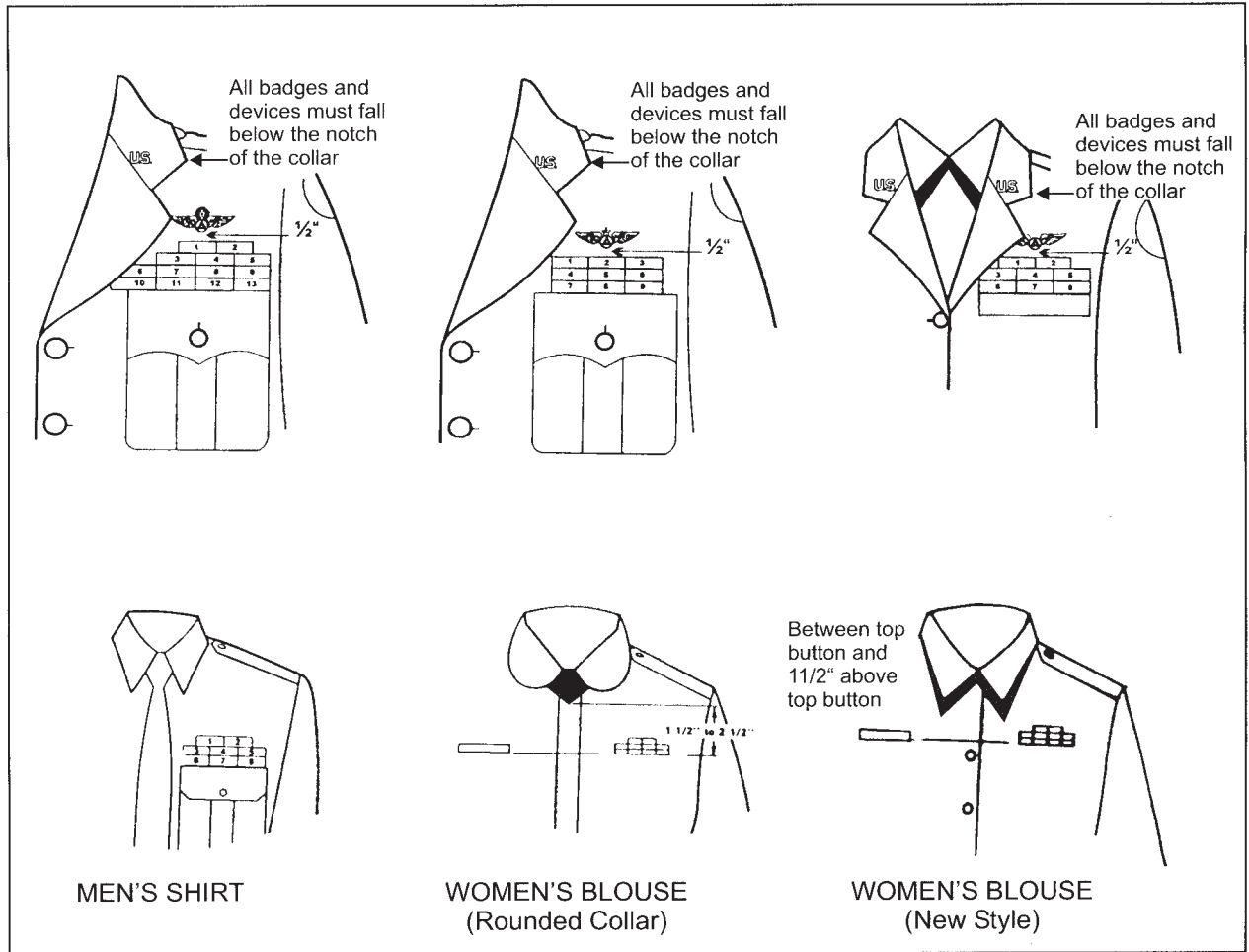
SERVICE CAP --- Authorized for cadet officers only if authorized by the wing commander

**AIRMAN**Flight Cap  
(Metal)

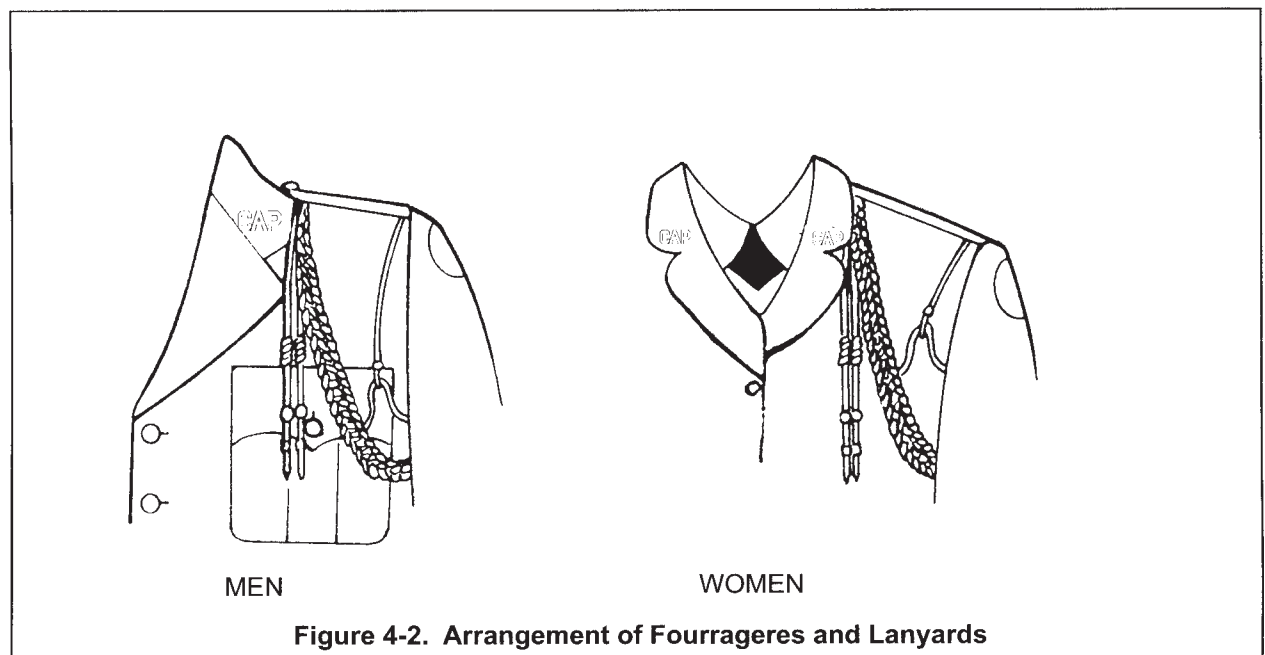
FLIGHT CAP

Figure 3-2. Women's Headgear





**Figure 4-1. Arrangement and Placement of Ribbons**



**Figure 4-2. Arrangement of Fourragers and Lanyards**

**Figure 4-3.**  
**Cadet Ribbons - Order of Precedence**

1. U.S. Military Decorations	2. Silver Medal of Valor	3. Bronze Medal of Valor
4. Distinguished Service Medal	5. Exceptional Service Award	6. Meritorious Service Award
7. Commander's Commendation Award	8. Certificate of Recognition for Life Saving	9. Unit Citation Award
10. Spaatz Award	11. Eaker Award	12. Earhart Award
13. Mitchell Award	14. Goddard Achievement	15. Doolittle Achievement
16. Lindbergh Achievement	17. Rickenbacker Achievement	18. Wright Brothers Achievement
19. Arnold Achievement	20. Curry Achievement	21. Red Service Ribbon
22. Search "Find" Ribbon	23. Air Search and Rescue Ribbon	24. Disaster Relief Ribbon
25. Cadet Community Service Ribbon	26. IACE Ribbon	27. National Cadet Competition Ribbon
28. National Color Guard Competition Ribbon	29. CAC Ribbon	30. Cadet Special Activities Ribbon
31. Encampment Ribbon	32. Cadet Recruiter Ribbon	33. ROTC Ribbons

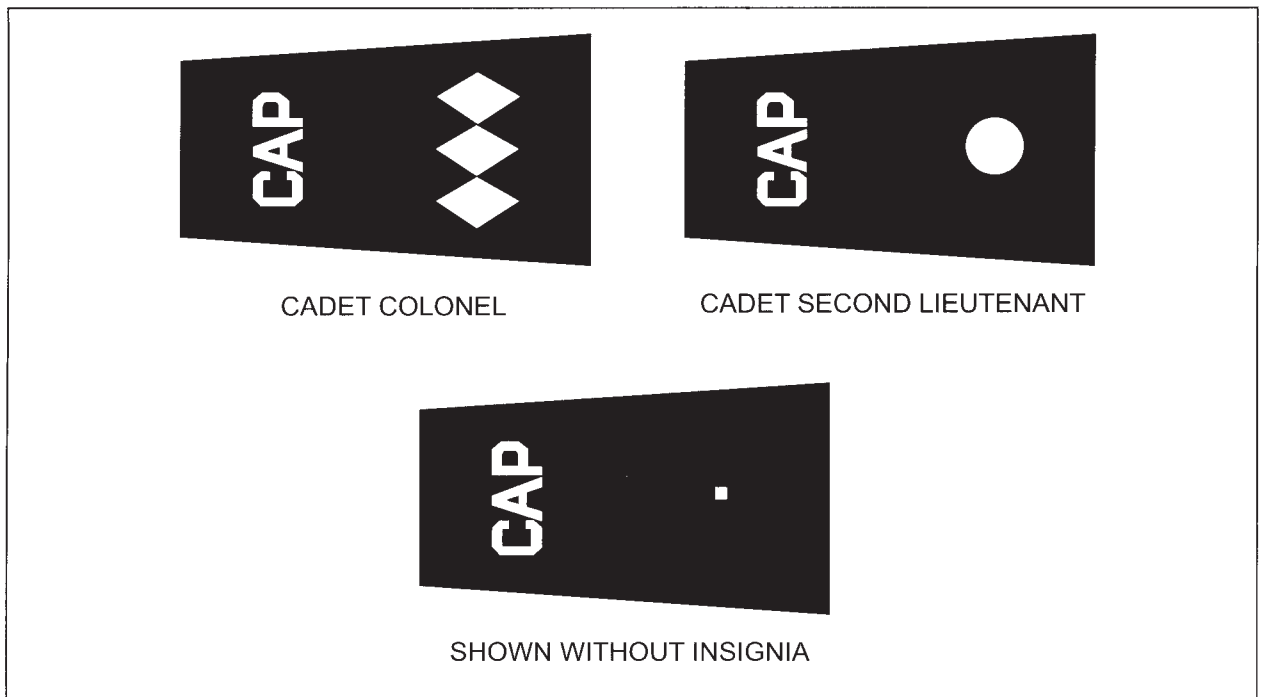


Figure 5-9. Placement of miniature Cadet Officer Grade Insignia on Epaulets

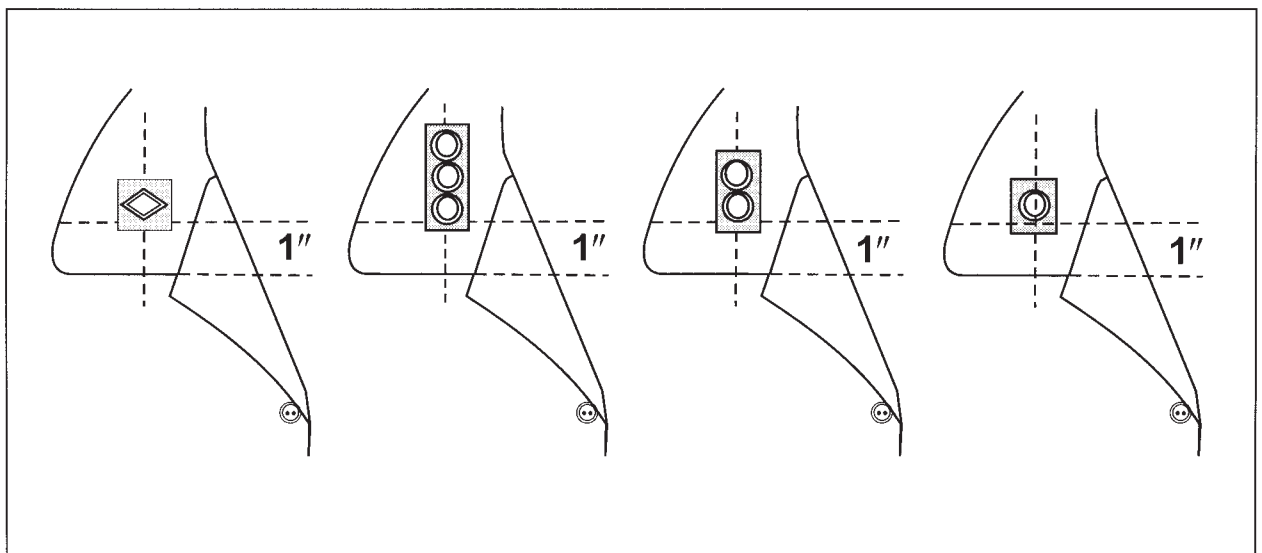
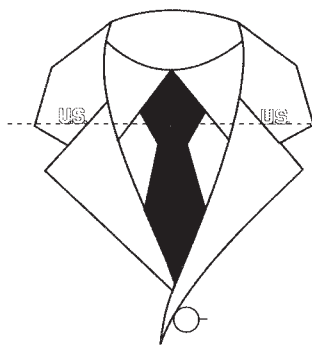
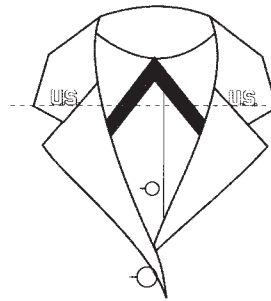


Figure 5-10. Cadet Officer Grade Insignia on Collar of BDUs and CAP Jumpsuits



**SENIOR MEMBER  
MEN'S SERVICE COAT**

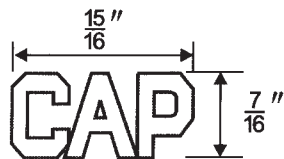


**WOMEN'S  
SERVICE COAT**

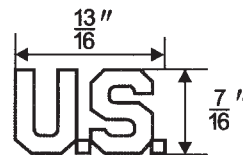
Approximately  
halfway up the  
seam, resting on  
but not over it

Approximately  
halfway up the  
seam, resting on  
but not over it

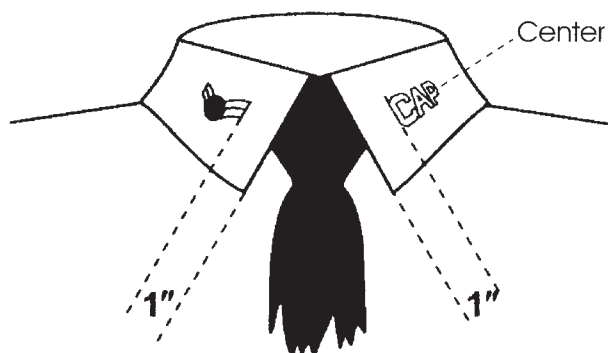
**SENIOR MEMBER OFFICERS SERVICE COAT**



**LAPEL AND  
COLLAR INSIGNIA**  
(Worn by senior NCOs,  
seniors without grade,  
and cadets)



**LAPEL INSIGNIA**  
(Worn by senior officers)



**LAPEL AND COLLAR  
INSIGNIA**

**Figure 5-11. Lapel and Collar Insignia**

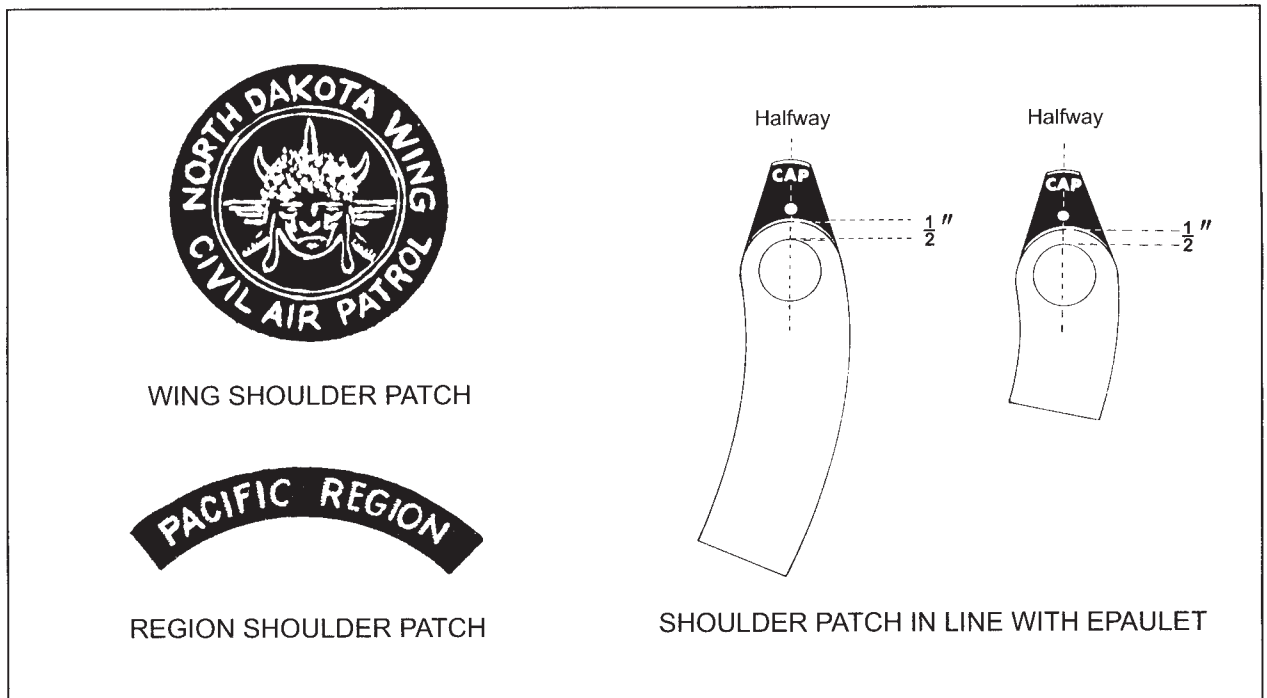


Figure 5-12. Shoulder Patch (Wing or Region)

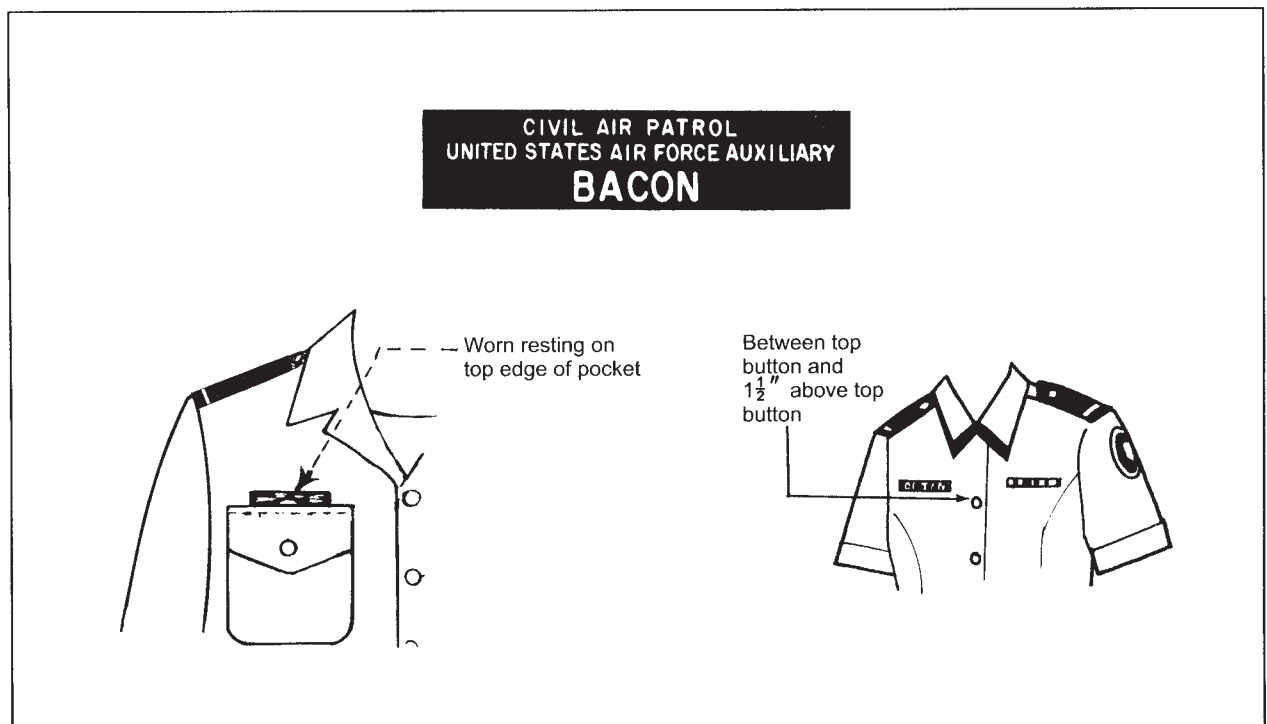


Figure 5-13. Nameplate (3-line)  
(Gray for Senior Members and Blue for Cadets)



Figure 5-27. Membership 2000 Patch



Figure 5-28. National Check Pilot Patch

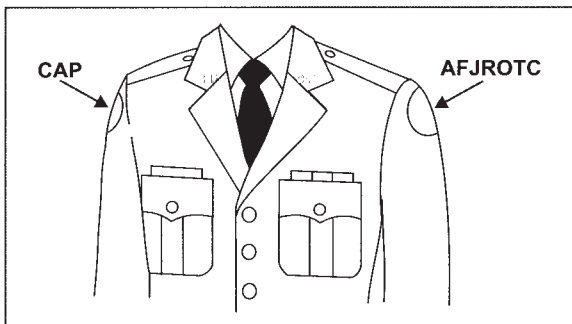


Figure 5-29. AFJROTC/CAP Patch



Figure 5-30. Overseas Shoulder Patch

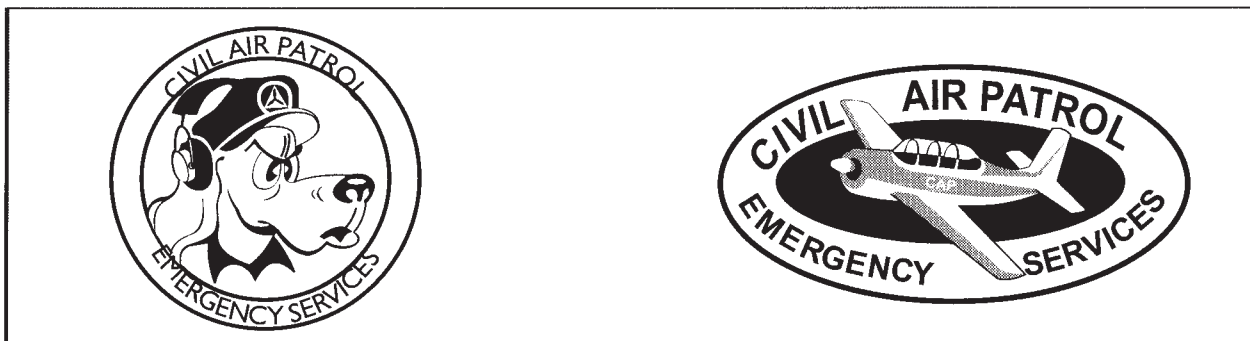
Figure 5-31. Emergency Services Patch  
(Either patch is authorized--- only one may be worn)

Figure 5-32. CAP Cloth Seal



Figure 5-33. Emergency Services Decal

## GROOMING STANDARDS

### MALE

**Haircut ---**  
 Tapered appearance.  
 Hair must not touch  
 the ears or the collar.  
 "Block" style authorized  
 as long as a tapered  
 appearance is maintained.

Tapered

Block

**Sideburns ---**  
 Neatly trimmed, not flared  
 and will end with a clean  
 shaven horizontal line.  
**Maximum length:**  
**Seniors:** not below lowest  
 part of exterior ear opening.  
**Cadets:** Not below the  
 bottom of the ear lobe.

**Bangs ---**  
 Not below eyebrows and not  
 exposed when headgear is worn.

**Mustache ---**  
 Must be neatly trimmed. Must not  
 extend downward beyond the lipline  
 of the upper lip or extend sideways  
 beyond a vertical line drawn upward  
 from the corner of the mouth.

**Beards and Goatees ---**  
 Forbidden for all uniformed  
 members of the Civil Air Patrol.

### FEMALE

**Hair ---**  
 Will be neatly arranged  
 and shaped to present a  
 conservative feminine  
 appearance. Hair styles  
 that prevent the proper  
 wearing of the service hat  
 are not appropriate.

**Barrettes, ribbons and  
 other ornaments ---**  
 except inconspicuous pins  
 and combs, will not be worn  
 in the hair when the uniform  
 is worn.

**Hair in the back may  
 touch but not fall below  
 the bottom edge of the collar.**



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## CADET ORIENTATION COURSE STUDENT GUIDE

### PERIOD TITLE: Part IV, Civil Air Patrol Customs and Courtesies

**REFERENCES/READING ASSIGNMENTS:** **Recommended Reading:** CAPP 151, *Standards, Customs and Courtesies*; CAPP 3, *Guide to Civil Air Patrol Protocol*. **Review:** CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem; Use and Display of the United States Flag and Civil Air Patrol Flags*; CAPM 39-1, *Civil Air Patrol Uniform Manual*; CAPR 35-5, *Civil Air Patrol Officer and Noncommissioned Officer Appointments and Promotions*; CAPM 50-17, *Civil Air Patrol Senior Member Training Program*; CAPM 50-16, *CAP Cadet Training Program*; CAP Visual Aid 177A, *Cadet Progress Chart through Mitchell*, and 177B, *Cadet Officer Progress Chart through Spaatz*.

**GOAL:** The goal of this lesson is for each participant to know the customs and courtesies of Civil Air Patrol. Participants will become familiar with the salute, protocol, ceremonies, and proper respect and honors for the flag. Members will also learn about customs and courtesies associated with the local unit and/or wing.

### LESSON OBJECTIVES:

Each participant should be able to:

1. Demonstrate knowledge of the grade structure of Civil Air Patrol.
2. Summarize customs and courtesies of Civil Air Patrol.
3. Identify protocol associated with Civil Air Patrol ceremonies and functions.
4. Demonstrate when and how to render a proper salute.
5. Give examples of proper courtesies to the flag.
6. Identify customs and courtesies associated with the local unit and/or wing.

### MAIN POINTS:

1. Grade Structure of Civil Air Patrol
2. Customs and Courtesies of Civil Air Patrol
3. Protocol and Ceremonies
4. Saluting
5. Honors to the National Flag
6. Customs and Courtesies of the Local Unit and Wing

As a cadet you must be familiar with the grade structures of Civil Air Patrol and how to render customs and courtesies. In addition, while a CAP member, you will be called on during many occasions to pay the proper respect to the American Flag. While we can't cover all you need to know in just this lesson, we can give you a good start and tell you where to look as you need to learn more about these subjects.

#### *Grade Structures of Civil Air Patrol*

Because of its auxiliary status with the US Air Force, CAP has adopted a grade structure similar to the Air Force's. A person's grade is a symbol of their dedication, skill, knowledge, and performance in CAP. As your time and experience in CAP increase, so does the opportunity to advance in grade and assume higher levels of responsibility and authority. Below are tables which name the different grades CAP members can typically hold and which members generally can hold. You will see what senior member grade looks like in

Section 5 of the video. But especially important, you will find out what cadet grade looks like in the back of this section.

### **Senior Member Grades in Civil Air Patrol**

#### ***Officer***

Brigadier General (National Commander)  
Colonel (National Board and NEC Members)  
Lieutenant Colonel (All seniors over 21)  
Major (All seniors over 21)  
Captain (All seniors over 21)  
First Lieutenant (All seniors over 21)  
Second Lieutenant (All seniors over 21)  
Senior Member (No Grade)

#### ***Flight Officer***

Senior Flight Officer (Seniors under 21)  
Technical Flight Officer (Seniors under 21)  
Flight Officer (Seniors under 21)

#### ***Enlisted Grades***

Restricted to members who have served as enlisted members of the Armed Forces and who request appointment as enlisted members.

Chief Master Sergeant  
Senior Master Sergeant  
Master Sergeant  
Technical Sergeant  
Staff Sergeant

### **Cadet Grades in Civil Air Patrol**

#### ***Cadet Officer***

Cadet Colonel (Spaatz Awardees)  
Cadet Lieutenant Colonel (Phase IV)  
Cadet Major (Phase IV)  
Cadet Captain (Earhart Awardees)  
Cadet First Lieutenant (Phase III)  
Cadet Second Lieutenant (Phase III)  
Cadet Flight Officer (Mitchell Awardees)

#### ***Cadet Enlisted***

Cadet Master Sergeant (Phase II)  
Cadet Technical Sergeant (Phase II)  
Cadet Staff Sergeant (Phase II)  
Cadet Sergeant (Phase II)  
Cadet First Class (Phase II)  
Cadet (Phase I)  
Cadet Basic (No Grade)

### **Customs and Courtesies of CAP**

Preserve traditions  
Show mutual respect  
Uphold the need for order  
Develop a sense of belonging

### ***Customs and Courtesies in CAP***

CAP uses customs and courtesies to create a sense of (1)\_\_\_\_\_ and (2)\_\_\_\_\_ among its members. As a member of the Air Force Auxiliary, you are expected to follow the traditions, standards, customs, and courtesies agreed to and accepted by the Air Force and CAP. These apply to all and reflect our pride and professionalism as CAP members.

Military customs and courtesies are proven (3)\_\_\_\_\_ that explain what should and should not be done. They are acts of respect and courtesy with other people - whether in or out of CAP. A custom is an act or ceremony stemming from traditions and enforced as an (4)\_\_\_\_\_. A courtesy is only different than a custom in that it is (5)\_\_\_\_\_.

### *Protocol and Ceremonies*

Protocol is the accumulation of (6)\_\_\_\_\_ and (7)\_\_\_\_\_ that deal with meetings, conferences, ceremonies, and etiquette. In CAP, this code of accepted practices and procedures parallels the (8)\_\_\_\_\_ protocol. Protocol procedures help to properly recognize dignitaries and recipients of awards, decorations, and promotions and to provide a more professional atmosphere at these events.

There isn't time here to discuss all the types of events you may be involved in as a CAP cadet. But you can look in CAP Pamphlet 151; it is the guide for planning and participating in CAP ceremonies and prescribes the proper protocol.

Protocol and Ceremonies	
Protocol	
Ceremonies	
Awards	
Promotion	
Retirement	
Change of Command	
Funerals	
Social Functions	
Receptions	
Dining-In & Dining-Out	

### *Saluting and Basic Drill*

Saluting is a time-honored tradition associated with the military. Different countries have many ways to salute, but the intent is the same - to recognize fellow members. As a CAP cadet, in uniform, you must learn to salute properly. First you'll learn how to salute ; after, we'll tell you when to render the salute. Don't worry, there will be people to help show you how.

### **SALUTE EVALUATION**

- Raise right hand smartly along the buttons of the jacket or shirt
- Extend and join the forefingers
- Place the thumb along the forefingers
- Keep the palm flat
- Face the palm toward the body
- Tilt the palm slightly towards the face
- Hold the upper arm horizontal, slightly forward of the body and parallel to the ground
- Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of the glasses
- Keep the rest of the body at attention
- To lower the salute, bring the arm smoothly and smartly downward retracing the same path
- Return to the position of attention

When in the military-style uniform, you should salute the (9)\_\_\_\_\_, Medal of Honor recipients, officers and warrant officers of the US and foreign nations who are (10)\_\_\_\_\_ in rank. If you are unsure about who to salute, its always a good bet to salute anyway.

You normally should salute when you are outdoors unless you are on the flight line, have items in both hands, or are part of a work detail (unless you are in charge). Do not salute if you are at a gathering such as a sporting event or are part of a work detail (unless you are in charge). Normally, the only times you salute indoors are when you are reporting to a superior officer or are participating as a member of a color guard.

Saluting	
Who	President of the US Medal of Honor recipients Officers and WOs senior in rank
When	In military-style uniform Outdoors unless... Indoors if reporting

### *Honors to the National Flag*

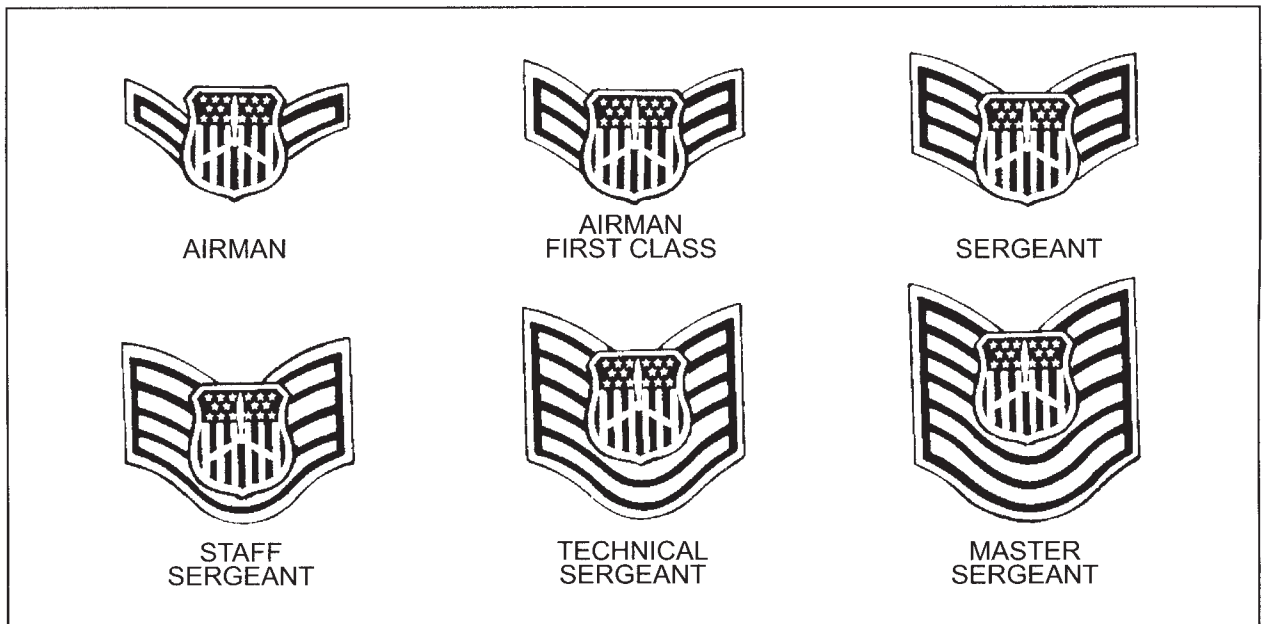
The Colors should always be treated with respect. As you learned in the video, when in military-style uniform you should stand at attention when the *National Anthem* is playing or when the *Pledge of Allegiance* is recited (11)\_\_\_\_\_. When (12)\_\_\_\_\_ and the *National Anthem* are played, you should salute. In either instance, if you are in civilian clothes, you should place your right hand over your heart. You may not recite the *Pledge of Allegiance* in formation while also in (13)\_\_\_\_\_. For more information, read CAPP 151 and read your *Leadership Lab Manual*.

### *Customs and Courtesies of the Local Unit and Wing*

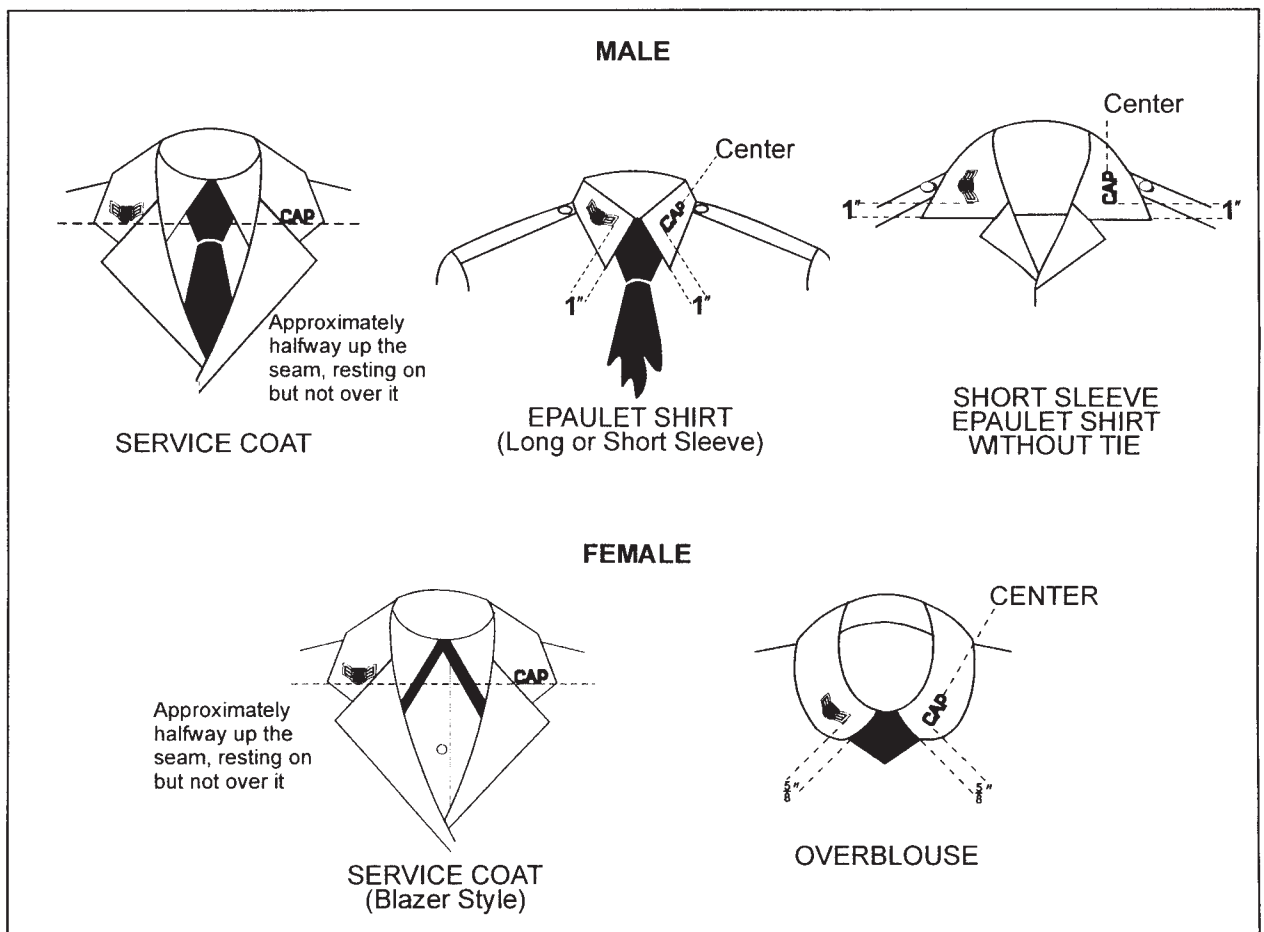
Your instructor will now discuss some of the local customs, traditions, and standards of your unit and wing. Be sure to take notes.

### *Summary*

In the last two lessons, you've learned a lot about what's expected of you as a cadet. In the next lesson, we're going to talk about the cadet program itself. We'll discuss its structure, benefits, and programs.



### Figure 5-5. Cadet Airman Grade Insignia



### Figure 5-6. Placement of Cadet Airman Grade Insignia

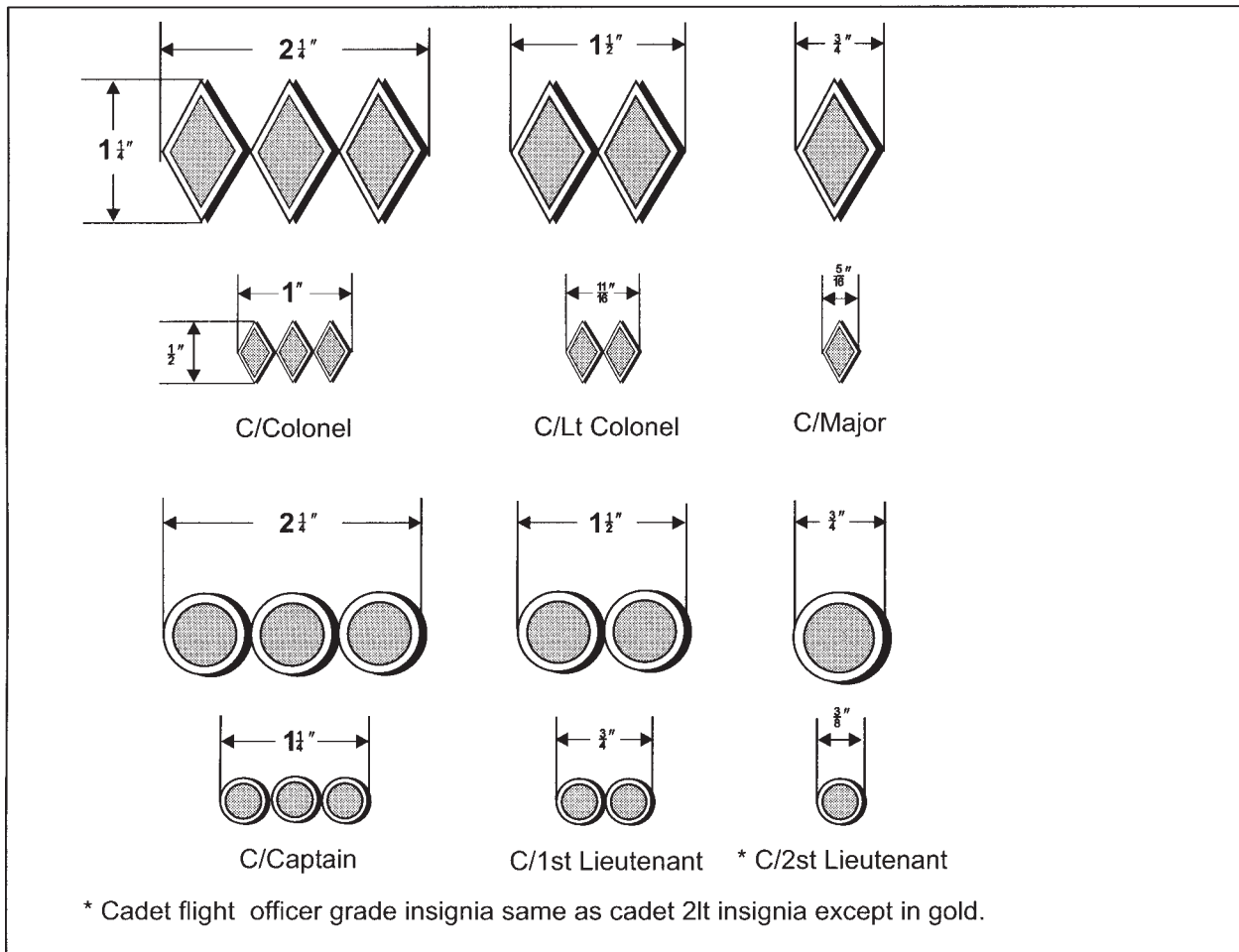


Figure 5-7. Regular and Miniature Cadet Officer Grade Insignia

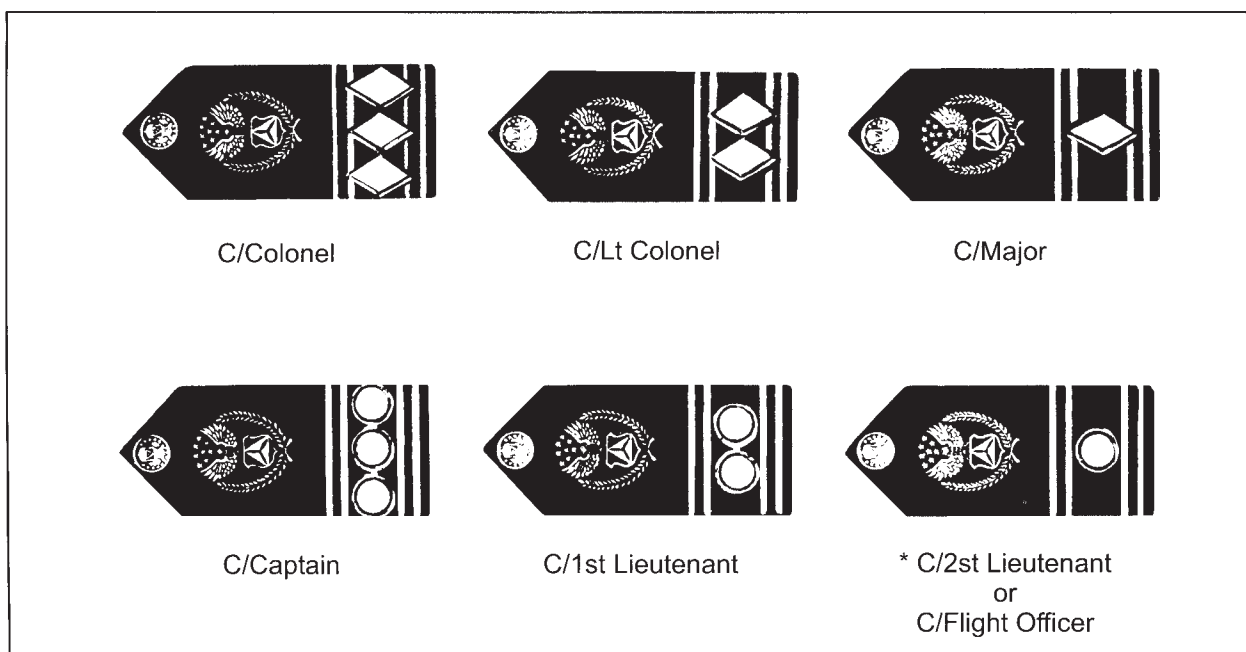


Figure 5-8. Placement of Cadet Officer Grade Insignia on Shoulder Boards

## CADET ORIENTATION COURSE STUDENT GUIDE

### PERIOD TITLE: Part V, Civil Air Patrol Cadet Program

**REFERENCES/READING ASSIGNMENTS:** **Recommended Reading:** CAPM 50-16, *Civil Air Patrol Cadet Training Program*; CAPM 50-1, *Introduction to CAP*, Chapter 3. **Review:** *Missions for America: The Civil Air Patrol Story*, pages 5-6; CAPR 147-1, *Army and AF Exchange Privileges of Civil Air Patrol Members*; CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*; CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Use of Military Facilities and Vehicles*; CAPR 900-5, *The Civil Air Patrol Insurance/Benefits Program*; CAPR 900-6, *Hull Self Insurance*; CAPR 900-7, *Vehicle Self Insurance*.

**GOAL:** The goal of this lesson is for each participant to know the senior member training program and the responsibilities and benefits of CAP membership. Members will learn CAP policies toward discrimination and sexual harassment, and USAF and CAP core values. Members will also become familiar with CAP publications and indexes. Specifics for all these areas for the local unit and/or wing will also be covered.

### LESSON OBJECTIVES:

Each participant should be able to:

1. Describe the five levels of the senior member training program.
2. Summarize the relationship between the five levels of senior training and advancement in CAP.
3. Explain the responsibilities of senior members to their unit and to the cadet program.
4. State the Civil Air Patrol policy on discrimination and sexual harassment.
5. Summarize the core values of the US Air Force and Civil Air Patrol.
6. Give examples of the benefits of senior membership in Civil Air Patrol.
7. Demonstrate familiarity with CAP publications and indexes.
8. Summarize responsibilities and benefits of membership in the local unit.

### MAIN POINTS

1. The Four Phases of Cadet Training
2. Relationship Between Training and Advancement
3. Responsibilities to the Unit and Cadet Program
4. Civil Air Patrol Policy on Cadet Protection and Hazing
5. The Core Values of the US Air Force and Civil Air Patrol
6. Benefits of Membership in Civil Air Patrol
7. Civil Air Patrol Publications and Indexes
8. Local Unit and Wing Responsibilities

This is the home stretch. In this lesson, we're going to discuss the cadet program: what it is what it does, how it works, and how you fit. The amazing thing is that we will only scratch the surface. There is so much to the program, so many things to do and see, and so many benefits you can reap. Let's get started with an overview of the training portion of the cadet program.

### *The Four Phases of Cadet Training*

First, let's take a look at the four phases of the Cadet Program and the four components of these phases. The cadet training program is broken into 4 phases, and further into a series of 15 (1)\_\_\_\_\_. Each achievement builds on the achievement before it, and gradually gives cadets more experience in all parts of the program. First we'll talk about the components of the cadet program, then we'll discuss the rewards you receive as you progress through these phases.

Four Phases of the Cadet Program	
Phase I	The Beginning Phase
Phase II	The Learning Phase
Phase III	The Leadership Phase
Phase IV	The Executive Phase

Each phase has four components. These components, aerospace education, (2)\_\_\_\_\_, physical fitness, and (3)\_\_\_\_\_, are part of your overall development as a cadet. Let's look at each of these components in a little more detail.

Components of the Cadet Program
• Aerospace Education
• Leadership
• Physical Fitness
• Moral Leadership

#### Aerospace Education

As you remember, aerospace education is one of CAP's (4)\_\_\_\_\_. As a cadet, you will learn about aerospace education through self-study and activities. You will receive the book *Aerospace: Flight of Discovery* in your membership packet. The book is divided into six chapters, and you begin to read the book when you complete Achievement 1. You may also take part in many exciting aerospace activities such as model rocketry, orientation flights, aerospace current events discussions, and many other activities. These activities will help you to better understand what you learn in the workbook.

#### Leadership

Leadership activities will help you to develop your ability to interact with other people and to think more quickly and clearly. The cadet program leadership portion helps you to develop these skills by also using self-study and activities. You'll receive a series of books titled *Leadership 2000 and Beyond* in your packet. This 15-chapter series (one for each achievement) teaches you about leadership, management, and other topics. You'll also receive a drill and ceremonies manual.

Drill and ceremonies are very important to the cadet program. Through drill you will learn to be part of a team, and eventually you'll learn to lead through drill. Many cadets feel that drill is one of CAP's most enjoyable activities, and form drill teams which compete all over the country. The best teams compete at the national level at the end of every year.

#### Physical Fitness

In order to participate in many CAP activities, you must have both physical and mental stamina. In other words, you must be active and have enough strength to participate in the activities. The CAP Physical Fitness Program is designed to help you gain the necessary stamina to participate in CAP activities, and help you create a healthy lifestyle. As you progress through each achievement, you will be expected to show how much you have improved. The exercises CAP uses to test you are: the mile run, sit-ups, and sit-and-reach (a flexibility test).



## Moral Leadership

Finally, there is the moral leadership component. This time is spent talking about individual beliefs in a group environment. Morals are basically a person's beliefs about right and wrong. The purpose of these discussions is not to tell you how to think, no one will judge on what you believe. Moral leadership strives to have you examine your own values while looking at current issues and events in society.

### *How the Four Phases Work*

As we've said, the cadet program is split into four phases. As you progress, you will be given more responsibility and authority. When you complete Phases II, III, and IV, you will test for special awards that will give you benefits inside and outside of CAP.

#### Phase I

The first phase of the cadet program is called the (5)\_\_\_\_\_. It consists of the first achievement and begins when you actually join CAP. You are in Phase I right now. In this phase, you must become familiar with and follow basic uniform standards and basic customs and (6)\_\_\_\_\_. You will complete Phase I when you successfully pass the leadership and physical fitness tests and participate in the required moral leadership discussion for Achievement 1.

Four Phases of the Cadet Program	
Phase I	The Beginning Phase
Phase II	The Learning Phase
	Mitchell Award
Phase III	The Leadership Phase
	Earhart Award
Phase IV	The Executive Phase
	Eaker Award
	Spaatz Award

#### Phase II

Phase II of the cadet program is called the (7)\_\_\_\_\_, and is comprised of Achievements 2 - 7. In Phase II you begin to learn more about the aerospace world as you study the book (8)\_\_\_\_\_. As you progress, you will begin to take on leadership and staff roles within your unit. You will also be required to attend a CAP encampment during this phase.

Phase II (Mitchell Award) Achievements 2 - 7
Aerospace Education
Leadership
Physical Fitness
Moral Leadership
Encampment

The CAP encampment is a requirement for Phase II completion and is designed to give cadets like yourself a chance to apply the training you have received in a military-style environment. It also gives you an intense orientation to CAP and Air Force missions and capabilities. Many cadets consider the CAP encampments among their fondest experiences and return year after year. When you complete the CAP encampment, you will be eligible to attend a variety of national activities that we'll describe a little later.

CAP Encampment
<ul style="list-style-type: none"> <li>• Aerospace Education</li> <li>• Leadership</li> <li>• Relationship Between CAP and USAF</li> <li>• Physical Fitness</li> <li>• CAP Missions</li> </ul>

After you complete Achievement 7 and a CAP encampment, you may take the General Billy Mitchell Award Examination. It's named after Brigadier General Billy Mitchell, a career Army officer and advocate of a separate Air Force. When you pass this test, you'll move on to Phase III, be able to apply for a variety of scholarships, and share what you've learned with other cadets.

### Phase III

Phase III is called the (9)\_\_\_\_\_. This is where you really begin to use your new skills. You will now be a cadet officer and will assume responsible roles in your unit.

New to your training is Staff Duty Analysis (SDA). In this program, you will begin to learn about the different staff positions within your unit. You'll learn about a new squadron staff position in each achievement and will be expected to perform some of the duties in each position. It will really open your eyes to see how the squadron works.

When you complete Achievement 11, you can then test for the Amelia (10)\_\_\_\_\_ Award, named after the famed aviation pioneer who was lost while attempting to be the first female pilot to fly around the world. When you pass, you'll move on to Phase IV, assume even more challenging roles, and have a chance to take part in even more activities.

### Phase IV

The final phase of the cadet program is called the (11)\_\_\_\_\_. Phase IV encompasses achievements 12 -15 and is where you hone the skills you've learned. You'll continue with (12)\_\_\_\_\_, SDA, physical fitness, and (13)\_\_\_\_\_. Many of you will become cadet commanders of your units or be in charge during activities.

When you complete Achievement 15, you will receive the General Ira C. Eaker Award, named after a career Army Air Force officer and key architect of the US Air Force. You can then test for the most prestigious award in the cadet program, the General Carl A. Spaatz Award. The Spaatz Award is named after the first Chief of Staff of the US Air Force and the first Chairman of the CAP National Board. If you receive it, you will have achieved the highest honor for cadet achievement in CAP.

### *Relationship Between Training and Advancement*

You may see some cadets wearing what looks like stripes on their shirt or what looks like circles or diamonds on their shoulders. This is the grade insignia we were referring to earlier. Grade is simply a symbol of the level of advancement a cadet has achieved within the cadet program.

#### Phase III (Earhart Award) Achievements 8 - 11

Leadership  
Staff Duty Analysis  
Physical Fitness  
Moral Leadership

#### Phase IV (Eaker Award) Achievements 12 - 15

Leadership  
Staff Duty Analysis  
Physical Fitness  
Moral Leadership  
Spaatz Award

Cadets receive grade commensurate with their level of achievement in the cadet program. A cadet progresses through the enlisted grades of the cadet program in Phases I and II. When they receive their Mitchell, they become cadet officers and progress through the cadet officer grade structure. Cadets may not be promoted to a (14)\_\_\_\_\_ higher than the one authorized for the achievement.

Promotion to a higher grade shows the members around you that you are ready to take on more responsibility.

Normally, achievements cannot be completed in less than 2-month intervals. This means that cadets may not be normally promoted faster than once every 2 months. It ensures that the cadets have enough time to absorb and use what they've learned. Certain cadets enrolled in JROTC programs, however, may complete certain achievements at a slightly faster rate, depending on their length of JROTC service. If you are enrolled in JROTC, see your squadron commander to see if you qualify.

#### *Responsibilities to the Unit and Cadet Program*

What are your responsibilities to your unit and to the cadet program? Membership in CAP is a (15)\_\_\_\_\_ reserved for those who want to promote the goals and purposes of CAP. As a CAP cadet you are required to pay annual membership dues, regularly attend meetings, receive good grades in school, meet training requirements, and participate in unit activities. Specific requirements are shown in CAPM 39-2.

Because CAP membership is a privilege, you may be removed from the cadet program under certain conditions. You may be removed for cause for incidences involving non-performance, misconduct, or inappropriate behavior. Instances such as these are rare.

You may also be asked to leave the cadet program if you join the active duty military, marry, or become pregnant. Fortunately though, you won't be asked to leave CAP. You will be asked to transfer to senior member status and enter their training program.

#### *Civil Air Patrol Policy on Cadet Protection and Hazing*

CAP has instituted the Cadet Protection Policy and the policy on hazing for your protection. These policies are designed to screen members who have had histories of criminal behavior against children and define acceptable forms of corrective behavior within the cadet program.

<b>Cadet Grade</b>	
<b>Phase I</b>	
Cadet Basic	
<b>Phase II</b>	
Cadet	
Cadet First Class	
Cadet Sergeant	
Cadet Staff Sergeant	
Cadet Technical Sergeant	
Cadet Master Sergeant	
<b>Phase III</b>	
Cadet Flight Officer	
Cadet Second Lieutenant	
Cadet First Lieutenant	
<b>Phase IV</b>	
Cadet Captain	
Cadet Major	
Cadet Lieutenant Colonel	
<b>Spatz Award</b>	
Cadet Colonel	

<b>CAP Cadet Responsibilities</b>
<ul style="list-style-type: none"> <li>• Membership is a privilege</li> <li>• Membership requirements</li> <li>• Membership termination</li> </ul>

- Cadet Protection Policy
- CAP Policy on Hazing

### Cadet Protection Policy

The Cadet Protection Policy is a system designed to screen out adult members who have had histories of (16)\_\_\_\_\_ behavior involving children and to describe CAP's policies to protect children from sexual abuse while attending CAP activities. Adults who wish to become senior members must be fingerprinted and checked by the FBI before they can work with you. They must also take special training to learn about child abuse, how they can prevent it, and what to do if they learn of it happening. If a senior member fails to complete either one of these requirements, they will not be allowed to work with you.

The policy also says that if someone suspects that a cadet is being hurt, it will be reported and the cadet will be protected. Let us assure you though, that instances of such behavior are very rare, and CAP takes these actions to prevent abuse from happening. Finally, it also educates parents on CAP's policy through a booklet called *The Cadet Protection Policy and Program for Parents and Leaders*. You will receive this booklet in your membership packet; when you do, please give it to your parents.

### CAP Policy on Hazing

CAP also prohibits members from (17)\_\_\_\_\_ other members. The term implies any behavior which singles out a member for harassment or inappropriate punishment. It also means that members may not be punished for being pushed beyond their limits or that no corrective action is given to a member which is so harsh that it injures the member.

### *The Core Values of the US Air Force and Civil Air Patrol*

As we've said before, instances of inappropriate behavior within CAP are rare. Part of the reason is that US Air Force and CAP follow some basic ethical principles called "Core Values." Core values apply to all CAP members and provide guidelines for acceptable behavior.

### Air Force Core Values

First we'll look at Air Force Core Values. Each (18)\_\_\_\_\_ represents a part of our character which helps us do the right thing. It's the voice in the back of our head that tells us what's right and wrong.

(19)\_\_\_\_\_ means the ability to be honest to others and oneself. It means standing up in the face of peer pressure and doing what's right. It also means not covering up for someone else when what they are doing is wrong.

(20)\_\_\_\_\_ means to put your personal wants aside for something that is bigger. It means that you do what you've promised, you think about what's better for your fellow cadets and for CAP. Taken outside of CAP, it means doing what is right for your family, school, or job. It means to remember your responsibilities.

(21)\_\_\_\_\_ means that you do the best you can, no matter what it may be. You may not be the best at something, but you always try. It means that you try to get it right the first time, if for no one else but yourself. It feels good when you know you've given everything you can.

#### *Air Force Core Values*

*Integrity First*

*Service Before Self*

*Excellence in All We Do*

### CAP Core Values

CAP has seven core values which reflect the (22)\_\_\_\_\_ core values. In addition to the core values of Integrity, Excellence, and Service Before Self (Volunteerism), CAP adds the core values of (23)\_\_\_\_\_ - it's the foundation of everything we do in CAP, (24)\_\_\_\_\_ - knowing that all members will come through, (25)\_\_\_\_\_ - for ourselves and our fellow members, and finally (26)\_\_\_\_\_, the reason why you joined CAP in the first place.

These core values are at the very heart of what we do and reflect the many years of our public service to America.

#### *CAP Core Values*

*Integrity  
Excellence  
Volunteerism  
Trust  
Dependability  
Respect  
Fun*

### *Member Benefits*

Most people who join a volunteer organization do so for many reasons. Mostly, it's a mix of wanting to do something for their community while wanting to do something fun for themselves. Many cadets like you, for instance, want to fly or join the military. You also want to help the community, which is why most cadets like yourself participate in the emergency services missions. Whatever the reason, CAP provides you with many (27)\_\_\_\_\_ which you can enjoy both while you still are a cadet and when you move on, possibly to senior membership, or other activities which you find rewarding.

Training is one of CAP's most important benefits. You have the chance to get technical training in many skills. But more importantly, you learn self-discipline, and you learn management and communications skills. You learn to be part of a (28)\_\_\_\_\_. This will be very important as you get a job, go on to college, and find your place in the world.

Uniforms show that you are part of the CAP and Air Force team. The (29)\_\_\_\_\_ blue uniform is a symbol of the contributions that millions of people have made to the defense of America and to public service. Not everyone can wear the CAP uniform; it is a (30)\_\_\_\_\_ which goes hand in hand with CAP membership.

Awards recognize achievement of performance. As you complete achievements in the cadet program, you receive the (31)\_\_\_\_\_, (32)\_\_\_\_\_, (33)\_\_\_\_\_, and (34)\_\_\_\_\_ awards. But there are also many other types of awards you can receive for service and good performance. These awards are tied to service in the CAP missions, time in CAP, and outstanding contributions to CAP.

Orientation flights expose you to the different forces of flight, navigation, and communications techniques. It makes the lessons you read in your aerospace book come alive! You can take up to nine orientation flights in CAP or military aircraft.

Model rocketry is also a fun way to better understand what you read in your (35)\_\_\_\_\_ book. In CAP, you can build and launch model rockets of all types. They range from simple to build, small rockets which can be launched easily to more complicated rockets that reach thousands of feet into the air! Many CAP wings have competitions to see which rockets are the best looking and highest flying!

#### Member Benefits

- Training
- Uniforms
- Awards
- Orientation flights
- Model Rocketry building
- Flight Training
- Activities at all levels
- Scholarships
- Advanced placement when enlisting in the USAF
- Advanced placement in AFROTC
- Special consideration for the USAF Academy Preparatory School

Would you like to fly? Flight training has been one of CAP's primary objectives since it was listed in the (36)\_\_\_\_\_. CAP gives you many ways to learn to fly. CAP offers flight scholarships ranging from \$150 - \$2,100 if you qualify. You can also attend the National Flight Academy - CAP's flagship flight activity. This network of flight encampments across the country will teach you the basics of powered or sail plane flight - you may even solo! In addition, there are many encampments run by CAP wings and regions; chances are you can learn to fly close to home.

CAP National Activities fit every interest. You can begin by attending the National Cadet Summer Encampment. If you like to fly, you can attend the (37)\_\_\_\_\_, AETC Familiarization Course, AF Space Command Familiarization Course, Embry-Riddle Aero. University Orientation Course, or the (38)\_\_\_\_\_. If you want to be on a ground team and learn survival skills, you can go to (39)\_\_\_\_\_, NGSAR, (40)\_\_\_\_\_, and later attend (41)\_\_\_\_\_. If you like air shows and want to be part of the largest air show in America, then (42)\_\_\_\_\_ is available. If you want to excel as a cadet officer, Cadet Officer School might be for you. And once you become a senior cadet leader, you can share your experiences with the world as an ambassador with the International Air Cadet Exchange!

While some activities have age requirements, or minimum grade (rank) requirements, all activities require that you must have completed an (43)\_\_\_\_\_.

#### CAP Activities

- International Air cadet Exchange (IACE)
- Cadet Officer School (COS)
- National Flight Academies (NFA)
- Embry-Riddle Aeronautical University Orientation Course
- Jacksonville University/COMAIR Academy Airline Training Track
- Blue Beret
- Pararescue Orientation Course (PJOC)
- Advanced Pararescue Orientation Course (APJOC)
- Air Education and Training Command Orientation Course (AETCFC)
- AF Space Command Familiarization Course (AFSCFC)
- National Ground Search and Rescue School (NGSAR)
- Hawk Mountain Ranger School
- National Cadet Summer Encampment

Scholarships awarded by CAP can help you go to college. These scholarships cover a wide range of categories including the (44)\_\_\_\_\_ scholarships mentioned earlier, undergraduate and graduate academic and vocational scholarships, and ministerial scholarships. Awards range from \$750 to full tuition coverage. And you can apply year after year, so CAP can really help you make a dent in your college tuition.

Finally, membership can really help you if you want to join the (45)\_\_\_\_\_. Cadets with the (46)\_\_\_\_\_ award can enlist with the advanced grade of E-3 (Airman First Class). They can also receive credit for semesters of AFROTC and the more experience in CAP the better! Finally, they can be nominated to the Air Force Academy Preparatory School. If qualified, many cadets are accepted to the Air Force Academy from the Prep School. This is a great opportunity to get a commission in the Air Force.

Frankly, there just isn't enough time in this course to tell about all the benefits you can get as a CAP cadet. As you have more questions, you can talk to your instructor or commander. You can also find out by looking in the CAP manuals and regulations.

### *CAP Publications and Indexes*

During this course, we have made many references to CAP manuals and publications. As you progress in the cadet program, you will find you'll frequently reference these publications to answer questions or to study your (47)\_\_\_\_\_. You can find copies of CAP publications at the squadron; just ask your administrative officer if you can look at them.

As you can see, CAP regulations cover many different subjects. For now though, you just need to remember that the Cadet Training Program is covered in CAP Manual 50- 16, and uniform wear is covered in CAP Manual 39-1. If you have a question that is not covered, then the *0* series of CAP directives is where you need to start. This series is the (48)\_\_\_\_\_ of all CAP publications, and it shows you where you need to look.

### *Local Unit/Wing Responsibilities and Benefits*

Your instructor will now talk to you about some of the additional benefits and responsibilities you have by being a cadet in their squadron and wing. Be sure to take notes.

#### CAP Publications and Indexes

- 0 Indexes
- 5 Publications Management
- 10 Administrative Communications
- 20 Organization and Mission
- 35 Personnel Procedures
- 39 Personnel - General
- 50 Training
- 55 Operations
- 60 Flying

#### CAP Publications and Indexes (Cont'd)

- 62 Safety
- 66 Aircraft Maintenance
- 67 Supply
- 76 Transportation
- 77 Motor Vehicles
- 87 Real Estate
- 100 Communications Electronics
- 111 Legal
- 112 Claims
- 123 Inspection

#### CAP Publications and Indexes (Cont'd)

- 147 Exchange Service
- 160 Medical
- 173 Finance
- 190 Public Affairs
- 210 History
- 265 Chaplain Activities
- 280 Aerospace Education
- 900 Miscellaneous

## CADET ORIENTATION COURSE STUDENT GUIDE

### ANSWERS FOR STUDENT GUIDE

#### Part I, Civil Air Patrol History

1. private
2. Gill Robb Wilson
3. General Henry "Hap" Arnold
4. Fiorello LaGuardia
5. 1 December 1941
6. Maj Gen John F. Curry
7. coastal patrol
8. Nazis
9. demolition bombs and depth charges
10. Captain Johnny Haggins
11. Major Wynant Farr
12. 2
13. search and rescue
14. cargo and courier flights
15. border patrol
16. towed aerial targets
17. searchlight and radar training
18. disaster relief
19. airfields and resources
20. pilot training
21. War Department
22. drafted
23. cadets
24. 1 October 1942
25. Japanese
26. uncertain
27. 1 July 1946
28. Public Law 476
29. public
30. aviation
31. cadets
32. flight
33. National Security Act of 1947
34. Air Force Auxiliary
35. Public Law 557

#### Part II, CAP Missions and Organization

1. volunteers
2. missions
3. Aerospace Education
4. Emergency Services
5. Cadet Program
6. internal
7. external
8. aviation
9. Aerospace Education
10. Leadership
11. Physical Fitness
12. Moral Leadership
13. search and rescue
14. disasters
15. communications
16. Law enforcement
17. National Board
18. National Commander
19. is not in session
20. Wing commanders
21. Maxwell AFB, AL
22. HQ CAP-USAF
23. 8 regions
24. wings
25. wings
26. Squadrons
27. Composite
28. cadet
29. Senior squadrons
30. Own answers
31. Aerospace Education
32. Emergency Services
33. Model airplane building
34. Orientation about aerospace careers
35. Ground team
36. Communications activities



**ANSWERS FOR STUDENT GUIDE****Part III, Civil Air Patrol Uniforms**

1. CAP Manual 39-1
2. CAP Uniform Manual
3. Air Force-style
4. normal
5. military
6. commercial flights
7. military
8. social
9. after the close of activities
10. private employment

**Part IV, CAP Customs and Courtesies**

1. Sense of unity
2. Mutual respect
3. traditions
4. unwritten law
5. written down
6. customs
7. standards
8. US Air Force
9. President of the US
10. Senior
11. indoors
12. outdoors
13. uniform

**Part V, CAP Cadet Program**

1. achievements
2. leadership
3. moral leadership
4. three primary missions
5. the Beginning Phase
6. courtesies
7. Learning Phase
8. *Aerospace: Flight of Discovery*
9. Leadership Phase
10. Earhart
11. Executive Phase
12. leadership
13. moral leadership
14. grade
15. privilege
16. criminal
17. hazing
18. core value
19. Integrity
20. Service Before Self
21. Excellence in All We Do
22. Air Force
23. Trust
24. Dependability
25. Respect
26. Fun
27. benefits
28. team
29. Air Force-style
30. privilege
31. Mitchell
32. Earhart
33. Eaker
34. Spaatz
35. aerospace
36. congressional charter
37. National Flight Academies
38. Jacksonville University/COMAIR Acad. Airline Tng. Trk.
39. Hawk Mountain Ranger School
40. PJOC
41. APJOC
42. Blue Beret
43. encampment
44. flight
45. Air Force
46. Mitchell
47. Staff Duty Analysis
48. index

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

### CADET ORIENTATION COURSE END-OF-COURSE EVALUATION

Please circle the number that corresponds with your evaluation of each question.

**1=strongly disagree****2=disagree****3=neither agree nor disagree****4=agree****5=strongly****agree**

1. The course material was well organized.

1      2      3      4      5

2. The material covered in the allotted time was about right.

1      2      3      4      5

3. Visual aids were well developed and useful.

1      2      3      4      5

4. The videotape segments were effective in helping me understand CAP.

1      2      3      4      5

5. The course met its objectives of orienting new CAP senior members.

1      2      3      4      5

7. The orientation course was a good investment of my time and effort.

1      2      3      4      5

8. The student guide was a valuable help to me during the course.

1      2      3      4      5

9. The instructor clearly established what I expected from the course.

1      2      3      4      5

10. The instructor was well prepared and organized.

1      2      3      4      5

11. The instructor presented the material in a clear and understandable way.

1      2      3      4      5

12. The instructor interacted well with the group.

1      2      3      4      5

13. The instructor asked and answered questions clearly.

1      2      3      4      5

14. The instructor had a thorough knowledge of the subject matter.

1      2      3      4      5

15. What would you change, expand or delete from this course?

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16. What would you like to know about CAP that was
- not**
- covered in this course?

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17. Additional Comments (continue on reverse if needed):

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